Employment Development Department

State of California

Job Training Automation System MIS Guide

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Workforce Investment and Welfare-to-Work Job Training Automation System MIS Guide

Table of Contents

Chapter 1

Introduction

The Job Training Automation (JTA) *System Management Information System (MIS) Guide* is designed to provide the MIS Administrator guidance to system maintenance and to system modifications. Many of the procedures covered in this guide are basic daily functions and are provided for new MIS Administrators just learning the job. However, some of the processes covered in this guide need to be performed on a quarterly or less frequent basis. In these circumstances, the guide should serve as a reference manual for even the most experienced MIS Administrators.

JTA History

In April of 1994, the JTA system replaced the Statewide Information Management System (SIMS), and the Subgrant Accounting System (SAS). Operating as a Wide Area Network (WAN), the JTA system was created to track participant and financial data for the Job Training Partnership Act. In October of 1998 the JTA system was modified to provide support for the Welfare to Work program. It was again modified in May of 2000 to track participant and financial data for the Workforce Investment Act throughout California.

The JTA system resides at the Health and Human Services Agency Data Center (HHSDC) on a UNIX operating platform. INFORMIX database software runs the database within the UNIX environment. The JTA system customers may connect to the JTA system at HHSDC utilizing emulation software such as OnNet or ProComm Plus.

The JTA system is comprised of two separate components. There is a local component and a state component. The JTA system customers utilize the local component for client intake, eligibility, tracking and participant reporting. The state component is utilized for financial reporting; subgrant tracking; receipt and production of the Eligible Training Provider List (ETPL); receipt of local participant reports; and production of Department of Labor mandated participant and financial reports.

JTA System Releases

New versions of the JTA software application are released, as they are available. These versions are cumulative to the system, and are created to add new system modules, modify exiting modules, or to correct problems identified by customers. For those JTA customers who are considered timeshare databases, these releases will be loaded onto their database automatically on the assigned date.

For timeshares, each release will be announced prior to the release date by a message screen, which will display as the JTA customer logs onto the JTA system. In addition, an information bulletin will be issued which will summarize all of the additions and modifications to the JTA system. This release information bulletin will provide information on changes, provide resources where applicable and will provide the release version number. For standalone database customers, the release notes will provide the location and date that the JTA software release will be available for download.

Information Bulletins are announced through electronic mail to local areas and MIS administrators and can be found at our website www.edd.ca.gov/emptran.htm.

Relational Databases

The JTA system is a relational database that stores information across several tables instead of just one massive file. These tables are made up of columns and rows. The columns comprise a single attribute of the table (such as the last name in the client table) and rows are made of a single entry in a series of columns (such as the last name, SSN, gender, and date of birth for a single client). An example of columns and rows can be found in the following partial client table:

	Columns				
	SSN	Clnt_last_nam	Clnt_first_nam	Dt_of_ birth	Gendr
ROWS	000-00-0000	DO-RIGHT	DUDLEY	10/10/1950	1
	111-11-1111	VON WOLF	WOLFY	07/07/1967	1
	222-22-2222	JOHNSON	COLONEL	04/06/1962	1

When data is entered onto a JTA form, the information keyed is directed to various tables. For example, when you enter a Welfare-to-Work (WtW) application form for a client, information is distributed to the WtW application (wtw_app), client (clnt) and applicant history (applcnt_hist) tables. In addition, the act of keying in a WtW application draws values from multiple "look-up" tables. "Look-up" tables contain values for specific columns that limit what can be keyed in a specific column. For instance, when a WtW application is keyed into the JTA system, a "look-up" table for grant code (d_wtw_grnt_cd) determines if the code that is entered has been locally approved for use. The "look-up" table for ethnicity values (d_ethnic) would determine if a valid ethnicity has been entered.

The JTA system also provides the ability for adhoc reports. Using Structured Query Language (SQL) a JTA customer can manipulate data to produce reports, queries, and updates to information. SQL can answer a question such as "How many homeless people were served by your WIA program during the program year 2001?" In order to use the full capabilities of SQL, there are several suggested training classes that are provided by INFORMIX:

Class Title	Purpose of Class
Relational Database Design	Introduction to relational database concepts and terminology.
Structured Query Language	Teaches the Structured Query Language including SELECT, INSERT and UPDATE.
Forms and Reports Using Informix SQL	Learn how to use INFORMIX-SQL and the ACE Report Writer to create forms and to write and format reports.

A schedule of these classes can be found at www.informix.com/training.

Chapter

2

JTA Preliminaries

Each time that you log onto the Job Training Automation (JTA) system, you are actually opening a terminal emulation session that connects you to the JTA remote host at California Health and Human Services Agency Data Center (for a timeshare connection) or at a local area mainframe (for a standalone connection). What you type on your computer screen is sent to the remote host whenever you press a command key instructing the JTA system to retrieve or file data. In addition, the JTA system can send requested data back to you in the form of a report or message. When you quit a JTA session, you are also disconnecting from the remote host.

Logging onto JTA

In order to successfully log onto JTA, you will need a JTA Logon ID and a JTA Logon password. The Automation Customer Support Unit, WID, will issue JTA Logon IDs to the timeshare JTA system users upon request. *Appendix 1* explains the process to obtain a JTA Logon ID (standalone systems will have their own process for establishing Logon IDs).

When logging onto JTA for the first time with a new JTA Logon ID, the system will prompt the user to enter their formal Logon ID and password (the initial password will be identical to the Logon ID). The JTA system will prompt the new user to enter a new password, followed by a request to enter the new password a second time for confirmation purposes.

If the user at anytime does not remember their individual password, the local MIS Administrator should be contacted. If the password is for a state issued Logon ID, the MIS Administrator can call the JTA Help Desk to have the password reset. The JTA Help Desk will reset the password back to the Logon ID, initializing it. Consequently, at the users next logon, the JTA system will respond to the user as if a new JTA Logon ID was being utilized (see prior paragraph on new user logon).

SECURITY REMINDER: A logon ID should be used by only one person. Each JTA user will be assigned a unique Logon ID and they should secure their password.

The Log On Process

Once your computer has connected to the JTA system (whether by modem, router or other connection), the following screen will appear:

```
telnet (f01s07)

                    WARNING

Any person who, without authorization, accesses or attempts to access, or who
tampers, interferes or damages any computer network, computer system, computer
program or software or computer data maintained by the Health & Welfare Agency
Data Center, is subject to civil and/or criminal prosecution under all applicable state
and federal laws.



login:
```

Type in your JTA Logon ID in **lowercase letters only** and press **<Enter>** or **<Return>**. The system will then prompt you to enter your password:

```
login: cdawpooh

cdawpooh's Password:
```

Type in your password and press **<Enter>** or **<Return>**. Your password will not appear on the screen as you type. Once you have entered your password successfully, the last unsuccessful login and last login records will be displayed followed by one of two possible lines:

```
TERM = (vt220)
```

Or

```
TERM = (dumb)
```

The "TERM" in both examples is referring to the terminal that is being utilized. If (vt220) is displayed (the first example), press **<Enter>** or **<Return>**. However, if (dumb) is displayed (the second example), type in vt220 and press **<Enter>** or **<Return>**.

If the user has command line access, the JTA welcome screen should be displayed and a line at the bottom of the screen will appear:

```
/home/ed/jta/cdawpooh 366$
```

In order to access the JTA menu, type in the word "menu" and press the **<Enter>** or **<Return>** key.

For those users that do not have command line access, the JTA menu that was built for their logon will be displayed automatically.

There are two possible methods for exiting the JTA system.

For those users with command line access:

> Press the **<F3>** key repeatedly until the $prompt line is displayed. At this prompt, type in the word "exit". This will successfully close the JTA session. Failure to exit this way will leave additional sessions of JTA running.

For those users without command line access:

> Press the **<F3>** key repeatedly until you receive the message, “This session is no longer connected”; this indicates that the JTA session has closed.

Function Keys

In the prior section, you will notice that the **<F3>** key is mentioned. This key is one of the function keys that must be mapped on your keyboard prior to using the JTA system (*Appendix 2* contains the current mapping chart for each function key). These function keys are located at the top line of keys on your keyboard. The standard keyboard will include a minimum of ten function keys, **<F1>** through **<F10>**, although some keyboards may contain the complete set of function keys **<F11>** through **<F20>**.

When using the standard keyboard containing only function keys **<F1>** through **<F10>**; selecting the shift key and one of the existing function keys may access function keys **<F11>** through **<F20>**. For example, by holding down the shift key and pressing **<F1>**, the JTA system will recognize the command for function key **<F11>**. Of course, if your keyboard already contains a **<F11>** key, there will not be a need to utilize the shift key (simply select the **<F11>** key).

The following chart explains the basic purpose behind each function key; however, some function keys will not be activated on every menu option. Note that the function key **<F10>** provides an on-line type of help menu for the function keys.

Function Key	Quick Reference	Function of Key
<F1>	Help	Calls a scrolling window with a choice list showing help for the field in which the cursor is placed. For example, with the cursor on the ethnicity field, **<F1>** will show all valid ethnicity codes.
<F2>	Clear	Clears all fields of the current screen. This is not a delete option; it does not erase data that have been submitted. A message will appear: “Are you sure you want to clear? (Y/N)”. “Y” is the default – press **<Enter>** to clear the fields. Type “N” to return to the screen.

<F3>	Exit	Exits from the current screen to the previous screen. May not be used if entry has been made on the screen without filing the data or if changes have been entered but are not filed. To exit without saving changes, use **<F2>** to clear, then **<F3>** to exit the screen.
<F4>	Go To	Used to move cursor from present field to another field within a form. Press **<F4>** and enter field number or text to match.
<F5>	File	Writes the record to the database, assuming all edits and other constraints have been met. On option screens, the **<F5>** key is the accept key, by which you indicate that you have finished with your selection and that the program should begin it's search.
<F6>	Delete	Deletes a record from the database, assuming no data constraints exist.
<F7>	Previous Screen	In a multiple screen process, returns to the previous screen.
<F8>	Next Screen	In a multiple screen process, moves cursor to the next screen.
<F9>	Next	Moves cursor up to the upper left corner of the screen and prompts for keyword of the next process user wishes to call. With this function, users may move to various processes without using the menus.
<F10>	Function Key Menu	Displays a window of function keys and allows user to scroll through and select the desired function. Using **<F10>** again closes the window.
<F11> ***or*** ***SHIFT <F1>***	Previous Logical Process	Calls the program defined in the menu setup as the most logical previous process, after meeting any filing requirements on the current screen.
<F12> ***or*** ***SHIFT <F2>***	Next Logical Process	Calls the program defined in the menu setup as the logical next process, after meeting any filing requirements on the current screen.
<F13> ***or*** ***SHIFT <F3>***	Exit to Main	Exits directly to the Main Menu, after meeting any filing requirements.

<F14> ***or*** ***SHIFT <F4>***	Conditional Operators Help	Displays a help window for conditional operators, i.e. "<", ">", "%". Only available on print report screens where choices can be made regarding grant codes, agency codes, etc.
<F15> ***or*** ***SHIFT <F5>***	Redraw Screen	Redraws the screen, including any information that was entered on the screen.
<F16> ***or*** ***SHIFT <F6>***	Switch	Used to bring up a screen within a programming screen. Used mainly for subgrant management on stateside.
<F17> ***or*** ***SHIFT <F7>***	Client History	When used on an entry screen, displays client history for the client whose data is on the screen.
<F18> ***or*** ***SHIFT <F8>***	Clear Field	Clears field from which the function was called, and in some cases, the related fields. Sometimes it is used as a line clear.
<F19> ***or*** ***SHIFT <F9>***	Restore	Restores and displays original data to all fields after data are changed but not filed.
<F20> ***or*** ***SHIFT <F10>***	Print Screen	Prints the terminal/monitor screen display.

The **<F5>** key, or **<File>** key, enters data into the JTA database. Whatever is being typed onto the JTA screen is not submitted to the system until the **<F5>** key is selected. Each time you press this key, you are sending commands telling the Unix system to file or retrieve data. The **<F5>** key is required after typing into selection criteria menus, report input/output handlers, or data entry screens.

Chapter

3

JTA Menus

Upon logging into the JTA system, the main menu is displayed. The main menu screen is composed of a list of screen numbers, mnemonics (letter abbreviations for the selection) and the menu name of various sub-menu selections. The number of sub-menu items which are displayed will depend upon how the user's access is set up and what menus the user is allowed to view and use. The MIS Administrator should have access to all menu items on the local area database with the Default/Default setting, and from this selection will produce specialized menus for the other users of the local database. Chapter 6 explains the basics of creating these specialized menus. This chapter will deal with the default menu groupings of the MIS Administrator.

Utilizing the Menus

Within any of the menus available to a user, there are three different ways to access a menu option:

1. The up or down arrow keys can be used to highlight the selection, and then the **<Enter>** or **<Return>** key can be pressed.
2. The mnemonic may be typed onto the screen, and then the **<Enter>** or **<Return>** key can be pressed. The mnemonic will appear in a box at the bottom of the screen as the letters are typed.
3. The screen number displayed may be typed onto the screen, and then the **<Enter>** or **<Return>** key can be pressed. The screen number will appear in a box at the bottom of the application screen as the numbers are typed.

As an example, the following is the main menu displayed for a MIS Administrator:

	MAIN	Main Menu
1	MWTW	Welfare to Work
2	MWIA	Workforce Investment Act
3	MSM	System Set-Up and Management
4	MCM	Cash Management
5	MCR	Canned Reports
6	MCAR	Custom Ace Reports
7	MSQLAE	SQL Assist for ETPL
8	MJTPA	Old JTPA Screens

Many of the screens that are used for MIS administration reside in the MSF sub-menu, which can be found in the MSM menu group. The arrow key could be used to highlight the MSM sub-menu line and the **<Enter>** or **<Return>** key could be pressed. Alternately, either the number "3" or the mnemonic "MSM" could be typed and the **<Enter>** or **<Return>** key could be pressed. Utilizing any of these methods would then bring up the sub-menu options of the MSM sub-menu. Once the MSM sub-menu has been chosen, select one of the above methods in order to go to the MSF sub-menu. Within the MSF menu grouping you will find many of the most important MIS administrator screens.

	MSF	System Functions
1	EMGD	Enter Menu Group Description
2	EACL	Enter Access Level Group
3	EUAC	Enter User Access Control
4	EMNE	Enter Mnemonic
5	EPTR	Enter Printers
6	ESEC	SDA Ethnicity Code Subgroups
7	PDTL	Print Description Table Listings
8	RBPS	Run Batch Programs and Scripts
9	RDEN	Remove Duplicate Employer Names
10	RIOH	Report I/O Handler
11	VER	Display Version Information

In general, grouping like screens and functions together forms the basis of the sub-menu structure. For a complete listing of all sub-menu options and screens, refer to *Appendix 5.*

JTA Screens

Within each of the sub-menus are a series of screens. Within each screen is a series of options, or selection criteria. These selection criteria tell the system what should be done and how it should be carried out. A set of selection criteria for creating a participant report may include the report period of 05/00 and grant code 920. Essentially, you are requesting the system to create a participant report for grant code 920, counting all participants enrolled prior to 6/1/00. Behind the scenes, by entering in selection criteria, you are actually filling in specific data fields (variables) of a SQL select statement. The select statement locates, retrieves, aggregates and updates the information from the appropriate tables within the relational database.

This chapter deals with how to fill in selection criteria screens and menus. Although the screens may vary, the steps involved are basically the same throughout the JTA system.

Utilizing the JTA Screens

Users may query, add, modify or delete records utilizing the JTA screens. These functions are only limited by access levels and the purpose of the screen. When a user performs any of these functions, the following instructions apply:

QUERY: When inquiring about a particular record, the user begins by typing the appropriate value (or key) and pressing the **<Enter/Return>** key. If that value exists, the record will be returned to the screen in UPDATE mode. Since you are only doing a query and do not wish to update (or change) this record, press the **<F2>** key and the screen will return with the message:

Are you sure you want to clear? (Y/N)

Since the default response is Y (Yes), select the **<Enter/Return>** key. This default response can be changed on the 'Enter User Access' (EUAC) screen. If you want to return to the menu, select the **<F3>** key to quit this entry screen.

ADD: When adding a new record, the user begins by typing the appropriate value and selecting the **<Enter/Return>** key. If the value does not exist, subsequent data may be entered into the fields. When you are finished, select the **<F5>** key to file the entry. The screen will clear, and the following message will appear:

Records added.

The screen is now ready for a new record. When you have completed adding all records, press the **<F3>** key to exit to the previous menu.

MODIFY: When updating an existing record, the user begins by typing the appropriate value. After a record has been returned with the entered value, most fields of the record may be updated except the entered value, which is considered a key. You can exit the screen at anytime without modifying by pressing the **<F2>** key. When you are finished modifying the record, press the **<F5>** key. The screen will clear, and the following message will appear:

Records updated.

The screen is now ready for a new entry. When you have completed adding all records, press the **<F3>** key to exit to the previous menu.

DELETE: When deleting an existing record, the user begins by typing the appropriate key value. If the record exists, it is displayed on the screen and the user may select the **<F6>** key to delete the record. The following message will appear:

Are you sure you want to delete? (Y/N)

The default response to this query is N (No). In order to delete this record, type in Y (Yes). If the deletion is successful, you will get this message:

Record deleted.

Care must be taken when using the delete function as it may leave active records stored in separate tables without the corresponding key data, creating a referential integrity error. Use the delete function only when you initially create a record in error and you need to remove it from the table in question. Once a record is deleted, it cannot be retrieved.

Utilizing the JTA Print Options

The JTA system provides a variety of reports for the user. Some reports are listings of participants, others provide summary data, and some may simply produce a hardcopy of the client forms for filing. The summary and listing reports are designed with a great deal of flexibility, allowing for customization of the selection criteria in order to meet local needs.

Access to Print Options

The print options are given their own series of mnemonics usually beginning with the letter "P" in order to indicate the print ability. To access the printable reports etc., select the mnemonic according to the procedures described in Chapter 3. Once a mnemonic is selected, the user is presented with an option screen.

Option Screens

When a report is accessed, the user will first see the option screen. The option screen allows the user to restrict selection of records in a number of ways. For example, you may specify the grant code to select only participants in a specific program. If you do not know the grant code (or other alternatives to the option screen fields), use the **<F1>** key to view a choice list. Scroll through the list until the desired code is highlighted, then select the **<Enter/Return>** key.

There are several prompts that will appear on most of the option screens:

Retrieve Existing Report (Y/N)	N
Enter Report Beginning Date or Period	MM/YY
Enter Report Ending Date or Period	MM/YY
Grant Code	###
(S)umm or (I)ndiv	I

Retrieve Existing Report

This field is a Y/N field, defaulting to N. If you are running a new report, you should enter an N here. If you have run a report in the past and wish to view it again, you would enter a Y here, and the (RIOH) Report Input/Output Handler window would be displayed. RIOH will be discussed in Chapter 8.

Enter Report Beginning/ Ending Date or Period

These two fields allow the user to set report beginning and ending dates or report beginning and ending periods. This allows the user to restrict the reports to a specified time period. Some option screens require that only a date or a report period be entered. This will be specified in the prompt area.

Grant Code, (S)umm or (I)ndiv

Each funding source (grant) is issued a three digit numerical code. If a local report is required for an individual report based on funding source, the identifying grant code would be keyed at the prompt. Conditional operators can be used in this field, and will be discussed in detail in the next section. If a group of grant codes is entered, the next prompt will be inquiring if the user wishes a "I" or individual report for each grant code in the group, or a single "S" or summary report of all grant codes in the group.

Report Setup

Once the criteria have been selected and the **<F5>** key is pressed, the report setup window will appear. The main purpose of this screen is to allow the user to name their report for future retrieval and to determine how long the report should be retained by the JTA system. Once this report setup window is completed and the **<F5>** pressed, a report will be generated.

		Report Setup			
Report Description:				Keep 14 Days	
Print: N	printOpts	Run Later: N	Start:	Private: N	Owner:

Report Description Field

The cursor will be blinking in this field when the report setup window pops up. Type the name of the report that you have created into this field. This is a required entry and should be meaningful to the user. It is a good idea to give the report a name that provides some indication as to what the report contains. This will allow you to find and print the report later, if the need arises.

Keep

This field tells the JTA system how long you wish to keep this report. The default setting is 14 days. Reports may be kept for up to 365 days. If a zero is entered, the report will be deleted from the system the same day it is created.

Print

This option will send the report to the printer as soon as it has been created. The user will not have an option to view the report first on the screen. The default response is an "N" (No). If you wish to change the entry and print immediately, press the space bar while the cursor is on this field in order to toggle the N to a Y.

PrintOpts

This field allows the user to change the designated printer. The cursor will bypass this entry unless the Print field was changed to a "Y". The system will display the destination. After selecting a new destination, you will be prompted:

Do you want this to be your default printer? Y/N

If "Y" is entered, reports will automatically be sent to this printer until it is changed again. The new designated printer will appear in the destination field. If "N" is entered, the print of the report will be sent to the new printer for this session only. Your default printer will remain the same as before.

Run Later

If this field is left as "N", the system will create the report and then the RIOH window will appear at the top of the screen. If this entry is changed to "Y", the cursor will move to the start field. This will run the report at a later specified time.

NOTE: If this option is used, your terminal will be locked until the report is run. This option is useful if you wish to run a report at night when there is less activity on the system.

The field is defaulted to "N. If you wish to change this field to "Y", press the space bar while the cursor is on this field in order to toggle the N to a Y.

Start

If the run later field is marked "Y", the current system time will be automatically filled in. You may change the time to when you wish to run the report. If the run later field is set to "N", the cursor skips the start field and jumps to the private field.

Private

This field defaults to "N". If the user wants to limit access to this report, simply change the answer to "Y" by pressing the space bar while the cursor is on this field. If you set this field to "Y", the JTA system will automatically fill in the owner field with the user's login id.

Owner

If you answer "Y" to the Private field, this field will be auto-generated by the JTA system. If you answer "N" this field will remain blank.

Conditional Operators

In many print fields, a conditional operator can be used. Conditional operators are symbols that allow the user to refine selections beyond a single choice. Conditional operators allow the user to specify multiple codes, a range of codes or other varying options. For example, entering "220:270" in the grant code field will produce reports for all grant codes from 220 through 270. Entering "220|270" into the same field, will yield only a report for 220 and a report for 270.

If you select the **<F14>** key or the **SHIFT<F4>** keys, the JTA system will display a help window listing all of the conditional operators and their use. In some cases, only one code may be specified within a field. If a field does not allow use of conditional operators the help screen will not appear at the selection of the **<F14>** key. The following is a list of current conditional operators recognized by the JTA system:

NULL	Null
>x	Greater than x
<x	Less than x
>=x	Greater than or equal to x
<=x	Less than or equal to x
<>x	Not equal to x
x : y	Range x through y
x | y	X or y
% x %	Wildcard, any number of characters
_ x_	Wildcard, single character
x	Equal to x
no entry	Any value

The following is an example of the use of conditional operators and the yield that each produces:

Method	Example	Yield
Specify the grant: • Type grant number Or • Select from choice list	220	Registrants in grant 220 only.
Leave grant field blank		All registrants, regardless of grant.
Type a range of grants, using the colon	510:710	Registrants in any grant from 510 through 710 (inclusive).
Use a "greater than" symbol	>320	Registrant in any grant great than (but not including) 320.
Use a "less than" symbol	<370	Registrants in any grant with a code less than (but not including) 370.
Use a "less than or equal to" symbol	<=230	Registrants in any grant with a code less than or equal to 230.
Use a "greater than or equal to" symbol	>=370	Registrants in any grant of 370 or higher.
Use "or" symbol (vertical bar also called a "pipe")	270|320	Registrants in either grant 270 or 320, but not any grants in between.
User "or" symbol, multiple times (This conditional operator can appear multiple times in a field)	270|320|510	Registrants in either grant 270, 320 or 510, but not any grants in between. Depending on the report being accessed, the user may be able to enter up to five grant codes in this fashion.

Method	Example	Yield
Wildcard for single character	22_	Registrants in any grant beginning with the first two digits 22.
Wildcard for any number of characters	2%	Registrants in any grant beginning with the first digit 2.

Chapter 5

JTA Grant Codes

The funding streams that the JTA system tracks are identified by their individual grant codes and grant groups. A grant code is a three digit numerical identifier that is unique to the JTA system. The grant group is a two digit numerical identifier that indicates what overall type of funding stream the grant code belongs to, and how the grant code should "behave".

Each time a funding stream is allotted to a subgrantee, the MIS Administrator must set up the grant codes in their local JTA system before the system will allow the enrollment of participants into the grant. The following is a description of the process and the screens needed to set up grant codes within the JTA system for either WIA or WtW.

WIA Grant Code Setup

There are several screens that must be added to or modified in order to create a grant code for WIA. The process is summarized as follows, and must be done in the order that it is listed:

- Create the grant code in the Enter Grant Code Description (EGRNT) screen. This is only done once for each new grant code used.
- Run the Run Batch Programs and Scripts (RBPS) to generate a pick list that includes the new grant code (this screen is described in Chapter 8).
- Set up the time frame for the grant within the Enter Grant Control Data (EGC) screen. When the new subgrants are developed, a new EGC entry should be added for each grant code in the WIA subgrant containing the new time frames.

EGRNT Enter Grant Code Descriptions

The EGRNT stores assigned grant code values that have standardized descriptions, abbreviations, etc. When new grants are assigned by Workforce Investment Division (WID), each local area is responsible for entering the provided data in the grant table. The grant code table is predefined by WID; however, local areas may add grant code records in the 900 series for tracking of local non-WIA funds. After completing the required fields, select the **<F5>** to add the new grant code.

EGRNT	Enter Grant Code Descriptions
WIA Grant?	Y
WIA Grant Code	
Short Grant Name	
Long Grant Name	
Grant Group	
Mult Eligibility	
Edit Status	

Line Instructions

WIA Grant? (Y/N)	Although the EGRNT screen contains other line items at this time, the above fields are all that are allowed for the WIA program. Once the selection of "Y" is chosen, the cursor will only move to above indicated fields.
WIA Grant Code	Enter the three-digit number assigned by WID. The local area can create grant codes for local use in the 900 series. The **<F1>** key will give a choice list of existing grant codes. If this is an existing grant code, the information will be displayed on the screen.
Short Grant Name	Enter a short description to define the grant code, up to 10 characters.
Long Grant Name	Enter a long description of the grant code, up to 30 characters.
Grant Group	Enter a two-digit WID defined number. The local area may use the 90 series of grant groups for local defined grant codes. Do not give a locally defined grant a grant group assigned by WID, this could lead to calculation and data extraction errors during participant reporting. Refer to chart at end of section.
Multiple Eligibility	Enter the alpha character eligibility codes to indicate the clients eligible to receive services in this grant. This step ensures that participants can enroll in the grant codes that they were determined to be eligible for on the WIA application. Refer to chart at the end of this section
Edit Status	This field indicates that the grant code is current and participant data is active. This code defaults to "Y".

The current Grant Groups are as follows:

Grant Group Code	Funding Stream
37	Title IV Veterans
50	Title I WIA Youth
51	Title I WIA Adult
52	Title I WIA Dislocated Worker
54	Title I WIA Rapid Response – 25%
57	Title I WIA Governor's Reserve 15% Dislocated WorkerSP
59	Title I WIA Governor's Reserve 15% Adult Special Project
60	Title I WIA Governor's Reserve 15% Youth Special Project
62	Title I WIA Governor's Reserve 15% Pilot Special Project
66	WIA National Reserve –(NRA)
67	WIA National Reserve – Emergency (NEG)
90	Local Use

The following eligibility codes are currently in use for WIA:

Eligibility Code	Funding Stream
A	WIA Adult
B	WIA Adult Low Income
D	WIA Dislocated Worker
F	WIA Youth (age 14 – 18)
G	WIA Youth (age 19 – 21)
H	WIA Veteran
I	WIA Youth (age 14 – 18) – 5% Window
J	WIA Youth (age 19 – 21) – 5% Window
X	Not Eligible

EGC Enter Grant Control Data

This screen stores grant control data which defines the grant period, program year and subgrant beginning and ending dates. It is also used to enter the yearly report closeout dates or the contract closeout date. Each grant code entered must exist on the EGRNT screen. The data is used for edits in the entry programs for participant tracking reports and other screens and programs where grant information is needed. Each grant for which reports are done or where clients are entered must have a record for each program year during which the events take place. Once all fields have been completed, select the **<F5>** key to add this grant control record.

EGC Enter Grant Control Data

01	Grant Code	
02	Program Year	
03	Subgrant Contract Num	
04	Report Begin Date	/ / /
05	Report End Date	/ / /
06	Report Close-out Date	/ / /
07	Subgrant Beginning Date	/ / /
08	Subgrant Ending Date	/ / /
09	YOA	

<u>Line Instructions</u>

Grant Code	Enter a grant code that matches the grant code values available in the EGRNT screen. Entry into this field is required to locate a record in the database. A choice list is available with the selection of the **<F1>** key.
Program Year	Enter a two-digit year. The Program Year (PY) must be a valid entry no more than five-years beyond the current year. Use the **<F1>** key to help locate a valid PY.
Subgrant Contract Num	Enter the subgrant contract number assigned by WID.
Report Begin Date / Report End Date	Report periods are tied to the program year. The beginning and ending dates should have a relationship to the program year beginning and ending date. The report end date must be greater than the PY beginning date.

Report Close-out Date	Enter this date in MM/DD/YY format. It may not exceed three months after the last month of the report end date. The report closeout date is the same as the contract closeout date. The report closeout date will be issued to the local areas through WID directives. The closeout date reflects the last day data can be entered and still be reported on the "final" yearly WID reports. However, certain grants may have longer reporting periods such as National Emergency Grants, which are reported cumulatively from the beginning of the project rather than a program year basis. Since these grants may also involve funding from multiple years of appropriation, the report closeout date could be greater than the subgrant ending date.
Subgrant Beginning Date / Subgrant Ending Date	Enter both dates in the MM/DD/YY format. The subgrant beginning date controls entry of participant enrollments. If the enrollment is prior to the beginning date, the entry will be questioned. If the subgrant beginning date is greater than or equal to the PY ending date, the error message "Must be less than PY ending date" will be displayed. If the subgrant beginning date is greater than or equal to the report ending date, the error message "Must be less than report ending date" will be displayed. The subgrant ending date will be referenced in the enrollment entry screen. If the estimated date of completion is beyond the subgrant ending date, a query will be made to verify that this is correct. This field allows for those continued subgrants that go beyond the grant period and program year of the original grant period. If the subgrant ending date is less than or equal to the PY beginning date, the error message will be displayed "Must be greater than PY beginning date". If the subgrant ending date is less than or equal to the report beginning date, the error message will be displayed "Must be greater than report beginning date". If the subgrant ending date is less than or equal to the subgrant begin date, the error message will be displayed "Must be greater than subgrant begin date".
YOA	Enter the two-digit year of allocation for this grant. The year entered must match the year of the subgrant beginning date.

WtW Grant Code Setup

There are several screens that must be added to or modified in order to create a grant code for Welfare-to-Work (WtW). The process is summarized as follows, and must be done in the order that it is listed:

- Create the grant code in the EWGC Enter WtW Grant Code screen. This is only done once for each new grant code used.
- Link program type and grant codes in the pgm_grnt_link table using the ISQL forms option in Informix. The introductory course to Informix SQL teaches the ISQL form process. If the MIS Administrator is unsure how to proceed with this step, please contact the JTA Help Desk.
- Set up the time frame for the grant within the Enter Grant Control Data (EGC) screen. When the new subgrants are developed, a new EGC entry should be added for each grant code in the WtW subgrant containing the new time frames. The instructions for the EGC screen are discussed in the WIA Grant Code Setup earlier in the chapter.

EWGC Enter WtW Grant Code

The EWGC screen is used to create WtW grant codes. It is very similar in purpose to the EGRNT screen earlier in the chapter. Once the required fields are completed, select the **<F5>** key to file. Grant Codes are predetermined by WID, however, the local area can create grant codes for local use in the 900 series.

```
EWGC            Enter WtW Grant Code

Grant Code
Short Grant Name
Long Grant Name
Edit Status
```

Line Instructions

Grant Code	Enter the grant code that has been assigned. If this is an existing grant code, the information will be displayed on the screen.
Short Grant Name	Enter a short description of the grant code. Ten characters are allowed in this field.
Long Grant Name	Enter a more detailed description of the grant code. Twenty-five characters are allowed in this field.
Edit Status	Enter Y or N. The edit status indicates whether this grant code is currently available for use. This entry is typically Y.

JTA Menu Accessibility

When new staff arrive in the local office, the MIS Administrator needs to request a logon to be issued (Chapter 2 and *Appendix 1*). Once the logon has been issued, the MIS Administrator must determine the menus and access level required by the new staff. The following screens should be used in order to grant and/or restrict access to the JTA system:

- EMNE Enter Mnemonic
- EMGD Enter Menu Group Description
- EACL Enter Access Levels
- EUAC Enter User Access Levels

It is important to remember that during each JTA System Release, new programs are added to the DEFAULT/DEFAULT access level. **This automatic update is why MIS Administrators must have their own log on set to the WID defined DEFAULT/DEFAULT access level.** Any deviation from this will prevent the MIS Administrators from accessing the newly released screens and programs. The MIS Administrator will then grant (utilizing the above screens) local users access to those new screens that they require for their jobs.

Mnemonics Setup

A mnemonic in the JTA system represents a screen and the behind-the-scenes program for that screen. The EMNE screen is used to add non-WIA programs to the system or to retrieve information about existing programs. Users must have access **level 4** to access this screen. Users must also have knowledge of ISQL to add new menus to the system. In order to add a program to the menus, the user must first enter the necessary information into the EMNE screen.

EMNE Enter Mnemonic

Mnemonic
Executable Name
Command Parameter
Function Indicator
Text for:
Menu
Help

Line Instructions

Mnemonic	Enter the mnemonic. If the program already exists, the system will retrieve information for the other fields.
Executable Name	Enter the executable name of the program.
Command Parameter	Not required, enter only if the program is expecting a parameter.
Function Indicator	Only the following entries are allowed: p for programs f for not yet available m for menu
Text for: Menu	Enter the actual name of the program represented by the mnemonic
Text for: Help	Not required

Building Menu Groups

The JTA system comes with a defined DEFAULT menu group which includes all of the JTA Systems menus, screen forms and print request screens. Users assigned to the DEFAULT menu group would be able to view and access all of the programs on the JTA system. The EMGD enables customization of menu groups by allowing the MIS Administrator to define subsets of the complete menu group. Users assigned to new menu groups will not be able to view or access the excluded program(s). This function allows users with similar job responsibilities to have the same programs appear on their menus when they logon to access the system. Therefore, prior to building menu groups, it is important to group similar jobs together and determine what screens will be required. In addition, this screen allows modification of existing menu groups except for the permanent WID defined menu group DEFAULT.

EMGD Enter Menu Group Descriptions

Menu Group: Save As:

Keyword Menu Selection Prev Mnem Next Mnem

Ctrl–I Ctrl-P Ctrl-U Ctrl-D Ctrl-N Ctrl-B

Line Instructions

Menu Group	Unless the MIS Administrator is modifying a previously created menu, enter DEFAULT in this field so that you are able to choose from all existing screens available.
Save As	Enter the name of the customized menu group that is being created (or the name of the menu group being modified). DEFAULT is not a valid entry on this line, as this menu group is defined by WID. Normally, the menu group is named after the main function of the users of this group, such as: ENTRY or CASEMAN.

After entering the Save As group name, the screen will display the keyword (mnemonic), the menu selection, the previous mnemonic and the next mnemonic.

Line Definitions

Keyword	The mnemonic that represent the menu item.
Menu Selection	Actual name of the item.
Prev Mnem	This specifies a mnemonic you can "jump back to" using the <F11> key.
Next Mnem	This specifies a mnemonic you can "jump to" using the <F12> key.

At this point the MIS Administrator can add, delete or move the mnemonics listed to create a customized menu group. In order to navigate within this screen, a series of two-key stroke commands (two keys which must be held down simultaneously) are listed at the bottom of the screen. Highlight the mnemonic as instructed in the commands descriptions, then press and hold down the <Ctrl> and press the second letter key. These keyboard commands are:

<Ctrl><I> **Insertion** – allows insertion of an entry in the menu list. Place the cursor below or to the right of the area where the item should be inserted.

<Ctrl><P> **Deletion** – allows deletion of an entry from the menu list. Highlight the menu selection to be deleted with the cursor.

<Ctrl><U> **Upwards** – Allows the order of the items to be rearranged within the menu group. Highlight the menu selection to be moved "up" in the sequence list.

<Ctrl><D> **Down** – Allows the order of items to be rearranged within the menu group. Highlight the menu selection to be moved "down" in the sequence list.

<Ctrl><N> **Nest** – Allows MIS Administrator to build submenus within the main menu. Screen will change to show submenus or screens that are located under the current “parent” menu selection.

<Ctrl><B> **Un-nest** – Screen will change to the “parent” menu of the current menu item.

Defining Access Level Groups

After a menu group is defined, an individual access level must be assigned to each program within that menu group. The EACL screen is used to assign one of five access levels to the items in the menu group. The MIS Administrator DEFAULT/DEFAULT menu group has the access level four across all programs, and should not be modified. DEFAULT/DEFAULT cannot be modified. The five levels of access are:

- 0 No access. The users with this level will not be able to access this screen/program.
- 1 View only.
- 2 View, Add.
- 3 View, Add, Update
- 4 View, Add, Update, Delete

EACL	Enter Access Level		
Menu Group		Access Level Group	
Go To Keyword		Save As	
Access Level	Keyword	Description	Calling Menu

The cursor will be blinking at the Menu Group field when you access this screen with the message “Enter the menu group this access level information will be for” displayed. Once all modifications or additions are complete, select the **<F5>** to file the record.

Line Instructions

Menu Group	Enter the menu group that you wish to modify the access for. The menu group is created with the EMGD screen.
Access Level Group	Enter the access level group (this can be the same as the menu group, a slight variation of the menu group, or a completely different naming convention). If the access level group already exists the program will go into update mode and displays the menu group with the access level that is currently assigned. If the access level group does not exist, the system will go into add mode and will list all the mnemonics in the menu group. A default access level of "1" will be assigned to each mnemonic.
Go To Keyword	Once the access level group has been keyed in, either the cursor can be used to scroll through the various mnemonics in the list, or a mnemonic can be entered at the Go To Keyword field. The cursor will move to the access level column of the mnemonic entered.
Save As	Enter the name that the access level group should be saved as. If this is just a modification to an existing access level group, enter the same name that was entered in the access level group field.
Access Level	Enter access level 0 – 4.
Keyword Description	This is a display only field.
Calling Menu	This is a display only field.

Assigning User Access

Once a logon id is issued, the MIS Administrator must link the logon id to a menu group and access level group. The EUAC screen is used:

- To provide access to JTA for a user who already has been granted a logon id.
- To specify the user's menu group.
- To specify the user's access level group
- To identify the user's default printer.
- To specify if a prompt message should be displayed anytime the **<F2>** key is selected.

```
EUAC            Enter User Access Control

01 User ID
02 Menu Group
03 Access Level Group
04 Default Printer
05 Display form clear msg?   Y
Subgrante Code
```

Line Instructions

User ID	Enter the 8 character logon id issued by WID.
Menu Group	Select a menu group from the **<F1>** choice list. The menu group is created in the EMGD screen.
Access Level Group	Select an access level group from the **<F1>** choice list. The access level group is created in the EACL screen.
Default Printer	Select the default printer from the **<F1>** choice list. The printer is set up in the EPTR screen discussed in Chapter 8. Changing default printer here also changes the default printer for RIOH and vice versa.
Display form clear msg?	This is a Y (yes) or N (no) screen. A "Y" in this fields prompts a reminder message "Are you sure you want to clear? Y/N Y" each time the **<F2>** key is selected.
Subgrante Code	This is a display only field. The local area three-character code is displayed.

Once all items are completed on the EUAC screen, select the **<F5>** key to file the record. This is the final step in granting access to the JTA system. Until this step is completed, a new user will not be able to access the system.

Chapter

7

JTA Client Tracking Setup

There are numerous tables that make up the JTA system, some utilized by the WIA program, some by the WtW system and some tables are shared by both programs. Many of these tables are used for participant information tracking and can be amended to the local area's need by the MIS Administrator. This chapter covers the screens/programs that modify those tables involved in participant tracking. Many of the tables have defined WID/WtW values defaulted in them, but the local area can add values. Some tables such as the Component Option Code are completely local area defined.

When adding, modifying or deleting from the JTA system tables, remember not to delete records that are being referenced already. If Component Option Code "101" has been entered on a WtW Monthly Activity record, deleting code "101" from the table will result in a referential integrity error.

Component Option Code

The WtW option code can be used to identify geographical areas, types of training or anything else the local area chooses for it to represent. The ECOPT screen is used to add or modify an option code. After the fields have been completed, select the **<F5>** key to save the record to the option code table.

```
ECOPT          Code Description Entry Program

Code and Descriptions for: COMPONENT OPTION CODE

01 COMPONENT OPTION CODE
02 Short Description
03 Long Description
04 Edit Status
```

Line Instructions

Component Option Code	Enter a one to six digits option code
Short Description	Enter up to a 10 characters short description.
Long Description	Enter up to a 25 character long description.
Edit Status	This code is used to indicate whether the code should be used in performing edit checks. The edit status is normally left as a "Y".

Agency Code

Agency codes are three or four character codes defined by the local area. The local area must define one agency code as their entity; however, other agencies may be developed to represent field offices, subcontractors, vendors or any other meaningful division. All participant data (whether WIA or WtW) can be associated with an agency code. Local Reports can be split by agency codes to assist the case management process. The EAG screen can be used to add, modify or delete records from the agency table.

```
EAG                     Enter Agency Data

WIA Agency?       Y
WIA Agency Code
Agency Code
Agency Name
Agency Abbrev
Contact Name
Contact Title
Agency Address
Agency City/St
Zip
Agency Phone
Sector Type
Fed Employer ID
```

Line Instructions

WIA Agency?	Enter "Y" in order to create or modify a WIA agency code. If you want to create or modify a WtW agency code, select "N". An "N" in this field will move to cursor directly to Agency Code field versus the WIA Agency Code field.
WIA Agency Code	Enter a four alphanumerical character code. This field is for WIA agency codes only.

Agency Code	Enter a three alphanumerical character code. This field is for WtW agency codes only.
Agency Name	Enter the name of the local area, agency or title representing the agency code listed.
Agency Abbrev	Enter the abbreviation or short name of the agency.
Contact Name	Enter the name of the contact person for the agency.
Contact Title	Enter the title of the contact person for the agency.
Agency Address	Enter the agency address.
Agency City/ St	This is a display only field. The cursor will skip this field. Once the zip code is entered, the city and state will be displayed.
Zip	Enter the zip code corresponding to the agency address. When the zip code is entered, a pop up menu will display corresponding cities. Select the correct city from the menu and press **<Enter/Return>**. This will display the city and state in the prior field and move the cursor to the agency phone field.
Agency Phone	Enter a seven or ten digit telephone number.
Sector Type	Enter a code one of the following codes: 1 = Private for Profit Agency 2 = Private Non-Profit Agency 3 = Public / Government Agency 9 = Unknown
Fed Employer ID	Optional Entry. Enter the federal employer id number.

Once all fields are completed, select **<F5>** to add the new record or modify an existing one.

Income Level

Participant eligibility is determined based on various factors; one of these factors is based on the annual income for the participant. When the new Poverty Guidelines and the 70 percent Lower Living Standard Income Levels are released, the EIL screen is used to update the income level tables. Since this table does not differentiate between the Lower Living Standard Income Levels and the Poverty Levels, the higher value of the two should be entered. This information is distributed annually to the local areas via a WID information bulletin.

```
EIL              Enter Income Levels

01 Effective Date    /    /
02 Family of One
03 Family of Two
04 Family of Three
05 Family of Four
06 Family of Five
07 Family of Six
08 Increment
```

Line Instructions

Effective Date	Enter the effective date. **<F1>** will display a list of dates.
Family of One	Enter amount of annual income that must be greater than zero.
Family of Two	Enter amount of annual income that must be greater than zero.
Family of Three	Enter amount of annual income that must be greater than zero.
Family of Four	Enter amount of annual income that must be greater than zero.
Family of Five	Enter amount of annual income that must be greater than zero.
Family of Six	Enter amount of annual income that must be greater than zero.
Increment	Enter the amount of the increment.

The Income levels must increase from a Family of One through a Family of Six fields. If modifying a record, begin at the Family of One field and move up through a Family of Six. After the fields have been completed or modified, select the **<F5>** key to file the record.

Ethnicity Codes

The Enter SDA Ethnic Codes (ESEC) screen enables the local area to further subdivide the DOL required reporting categories for ethnicity. Since each local area functions in a unique socio-economic and political setting, local needs often require tracking ethnic groups, which are not required reporting categories. This screen will allow each local area to add unique grouping identifiers to the DOL defined categories. Through the ESEC screen, you will be able to use the third character of the ethnic code to subdivide each or any of the DOL defined ethnic groups.

ESEC Enter SDA Ethnic Codes

01 SDA Ethnic Code
Standard Code
02 SDA Short Description
Standard Short
03 SDA Long Description
Standard Long
04 SDA Edit Status
Standard Status

Line Instructions

SDA Ethnic Code	Type in the three character local area defined ethnicity code. The first two characters must be an existing DOL defined ethnicity code. After this code is entered, the standard code, standard short name, standard long name and standard status will display. The cursor will be in the SDA Short Description field.
SDA Short Description	Enter the abbreviation of the third character in the ethnicity code.
SDA Long Description	Enter the description of the third character in the ethnicity code.
SDA Edit Status	Defaults to Y.

After completing all modifications to the fields, select the **<F5>** key to file the record.

GEO Code

The GEO code is used to track participant data within the specific geographical areas that are defined by the local area. This code can be used to define counties, cities and/or regions. The EGEO screen is used to create or modify these GEO codes. Once the fields have been completed or the modifications completed, select the **<F5>** to complete.

EGEO Code and Description Entry Program

Code and Descriptions for: COMPONENT GEO CODE

01 COMPONENT GEO CODE
02 Short Description
03 Long Description
04 Edit Status

Line Instructions

COMPONENT GEO CODE	Enter one to six digits representing the GEO code.
Short Description	Enter up to 10 characters for the short description of the GEO code.
Long Description	Enter up to 25 characters for the long description of the GEO code.
Edit Status	This code is used to indicate whether the GEO code should be used in performing edit checks. It is suggested that you leave this code as “Y”.

ZIP Code

The ZIP code is used to identify cities in participant and employer data. While the zip table is predefined by WID, additional zip codes may be added and the local area may also identify which zip codes are within the local area jurisdiction using the EZIP screen. Once the fields have been completed or the modifications completed, select the **<F5>** to complete.

```
EZIP                Enter Zip Codes

Zip Code
City
State
Is this Zip in your SDA?   Y/N
```

Line Instructions

Zip Code	Enter the five-digit zip code. If any records exist with the given zip, a popup window will display the associated cities. If the window does not contain the desired city, the user may select the window’s “add new” option by moving the cursor to the “add new” and selecting the <enter/return> key. The cursor will then move to the City field. If there are currently no cities associated with the zip code, the cursor will immediately move to the City field.
City	Enter the City.
State	Enter the two-character State. An **<F1>** choice list is available.
Is this Zip in your SDA?	Select Y or N.

Employer Code

The EEMP screen allows the entry of employer information which is used in the WIA participant application and as well as the WIA and WtW employment records. The employer table is local area defined.

EEMP	Enter Employer Data
Employer Number	
Employer Name	
Employer Address	
Employer City/St	
Zip Code	
Phone	
Fed Employer ID	
Emp Name Short	

Line Instructions

Employer Number	Enter an Employer Number, or select the **<Enter/Return>** key in order to instruct the JTA system to auto generate a new employer number. If you have forgotten the employer number, select the **<Enter/Return>** key. You will be given the opportunity in the next field to key in the first few letters of the employer name and then press the **<F1>** key to bring up a choice list.
Employer Name	Enter the employer name if this is a new record. If you are searching for an existing employer, key in the first few letters of the employer name and then press the **<F1>** key to bring up a choice list.
Employer Address	Enter the employer address.
Employer City/St	This information will be displayed after you enter the zip code.
Zip Code	Enter the five-digit zip code corresponding to the employer address. When the zip code is entered, a pop up menu will display corresponding cities. Select the correct city from the menu and press **<Enter/Return>**. This will display the city and state in the prior field and move the cursor to the phone field.
Phone	Enter the seven or ten digit telephone number.

Fed Employer ID	Enter the Federal employer ID number. This is an optional entry.
Emp Name Short	Enter the employer short name. This is an optional entry.

Once the Employer information has been entered or modified, select the **<F5>** key to add the record to the employer table.

Duplicate Employer Names

Occasionally duplicate employer names will appear with slightly different spellings or varying embedded spaces in the names. These employer names have different employer numbers, but are referring to the same employer. The RDEN screen gives the local area the means to indicate which employers are the duplicates so that the erroneous employer numbers can be removed, leaving the correct "master" employer number. The RDEN will update the related participant tables as well as the employer table. The RDEN begins as a search criteria screen:

```
RDEN          Remove Duplicate Employer Names        Page  #  of #

Employer name search field:

(Flag Field)   Employer Name               Address             Employer #
```

Line Instructions

Employer Name	Enter the employer name up to 20 characters. Wildcard search characters (% or _) may be used, such as "A%" which will bring up a list of all employers beginning with the letter A. Once the search criteria have been entered, all employer names matching the criteria will be displayed.
(Flag Field)	While this field is not marked the cursor will appear in a column prior to the listed employer names. Scroll through the list and determine which is the correct master employer number. Indicate the master employer number by typing an "M" in the flag field next the employer information. The next step is to mark each erroneous duplicate employer entry with an "X" in the flag field next to the employer information. Those employers that are neither duplicates nor the master employer in question (but were listed as part of the search criteria return) should have their flag fields left blank.

Once the master employer record and subsequent duplicate records have been identified, select the **<F5>** key to remove the duplicate records and to update the participant data.

SSN Modification

Occasionally an incorrect social security number (SSN) may have been entered into the JTA system. The Enter Social Security Number Modification (ESSN) screen is used to change all participant records for the incorrect SSN.

ESSN SSN Modification	
Current SSN - -	New SSN - -
Last Name	Last Name
First Name	First Name
Prior Last	Prior Last
Prior First	Prior First
Birthdate	Birthdate
Gender	Gender
Ethnicity	Ethnicity
Conv SSN	Conv SSN
App Numbers	App Numbers

Line Instructions

Current SSN	Enter the Social Security Number that is to be modified. Once this number has been entered, the program will display the client's last name, first name, prior names, and if applicable, the birth date, gender ethnicity and application numbers for the client. The cursor will then move to the New SSN field.
New SSN	Enter the SSN that the current SSN should be modified to.

Once the correct SSN has been entered into the "New SSN" field, press the **<F5>** key to file the change. The program will respond with the message:

Copy current client info to new SSN (Y/N)? N

A response of "Y" will copy the information on the left hand of the screen into the right hand of the screen under the "New SSN" information. All records relating to the old social security number will be changed.

Test Form Data

Local areas must specify the test and forms that they used to meet the DOL Individual Participant report regarding the reading and math scores located on the WIA participant application form. Only those local areas that report raw scores to WID, instead of reading and math grade levels, will need to enter this data. The initial test and forms data has been predefined by DOL. Existing predetermined test codes should not be modified.

ETFD	Enter Test And Form Data
Test Code Test Name Test Type	
Form Code	Form Name

Line Instructions

Test Code	Enter the three-digit Test Code or press **<F1>** key for a choice list. If the test code exists, the test name and test type will be displayed.
Test Name	Enter the Test Name if not an existing test code.
Test Type	Enter the test type or press the **<F1>** key for a choice list. After selecting the Test Type the cursor will more into the Form Code field. The form code and form name section is a scrolling region allowing a maximum of 30 form codes to be entered for any test administered.

After making all entries on the screen, select the **<F5>** key to add the record to the test form table.

Query Client History

The Query Client History (QCH) screen is for queries only. The QCH is used to find and display a brief history overview of a client's application and participation in WIA and WtW. You can initiate a query entering one of the following fields: SSN, application number, case number, last name, or first name.

QCH	Query Client History	
SSN	Last Name	
App Num	First Name	
Case Num	Birth date	Eth

Move the cursor or press the **<Enter/Return>** key to the field that you wish to query on. Enter the information required by the field, and then press the **<Enter/Return>** key. The next step may vary due to the query field; refer to the chart below:

Field Second Level Edits

SSN	If SSN does not exist, system will give a prompt that no such record was located.
App Num	If an identical application number exists for both JTPA (J), WtW (W) and/or WIA (I), the system will prompt for which application number is being requested. Enter "J", "W", or "I" to indicated choice at prompt.
Case Num	If an identical case number exists for both JTPA (J), WtW (W) and/or WIA (I), the system will prompt for which case number is being requested. Enter "J", "W", or "I" to indicated choice at prompt.
Last Name	After entering the last name, either type in the first name or hit the enter key for a second time. If there is more than one client record with the same last name, a choice list will pop up. Select the correct client from this list.
First Name	After entering the first name, if there is more than one client record with the same first name, a choice list will pop up. Select the correct client from this list.
Birth date	Display only.
Ethnicity	Display only.

After selecting the correct record from the query, the other fields on the screen will display. If this is the client that you want a history of, press the **<F5>** key. The following screen will appear.

```
QCH         Query Client History

SSN                          Last Name
App Num                      First Name
Case Num                     Birth date                     Eth

                    Display Client History

App Num   Eligy Cd               Case Num   Enr Cd     Cmpl Cd    Term Cd
App Date  Det Date    Reg Comp   Grnt/Enr   Enr Dt     Cmpl Dt    Term Dt
                                 Comp
```

Staff ID Code

A staff identification number, which is different from the JTA logon, can be used to track work assignments. Normally, the staff identification number represents the case manager or the staff completing the form. It is not necessary to identify the individual key data operator because the JTA system is already collecting the JTA logon ID at the time that data is entered into the system. Many of the local reports can also be sorted by the staff identification number. The Enter Staff Data (ESTAF) screen is used to create or modify staff identification numbers.

```
ESTAF            Enter Staff Data

01 Staff ID
02 Staff Name
03 Staff Phone
04 Agency Code
05 YOA Code
06 Grant Code
07 Activity Code
08 Option Code
```

<u>Line Instructions</u>

Staff ID	Enter the ID number of the staff person, or let the system auto generate a number.
Staff Name	Enter the name of the staff person.
Staff Phone	Enter the phone number of the staff person.
Agency Code	Optional Field.
YOA Code	Optional Field.
Grant Code	Optional Field.
Activity Code	Optional Field.
Option Code	Optional Field.

Once all fields in the addition/ modification have been completed, press the **<F5>** key to file the record.

JTA System Setup

There are additional tables contained in the JTA system that are used for processes that are not directly related to participants. This chapter covers the screens/programs that modify those tables. These screens are required for the basic processing of the JTA system at the local level; however, most of these screens will rarely be modified once they are initialized.

System Functions Table

The Enter System Functions Table (ESYS) screen is used to enter miscellaneous data required to configure and provide basic information to other screens. This table is designed to have only a single record, therefore there is no add or delete function. Information entered on this screen sets controls which affect processes and data on several other screens.

ESYS Enter System Functions Table

Subgrantee Code

01	Agency Code	20	Elig Verif Sample Rate
02	DOL Subgrantee Code	21	DOL Census Sample Rate
03	DOL Substate Area Code	22	Entry Timeout
04	Default Tel Area Code	23	ERF Timeout
05	MIS Operator ID		
06	Days to Determine Eligy		
07	Days Allowed Unassigned		
08	Closing Day (report_prd)		
09	Job Code type		
10	WIA Job Code Type		
11	Industry Type		
12	Report Header		
13	Report Signature Name		
14	Report Signature Title		
15	Report Signature Phone		
16	Report Contact Name		
17	Report Contact Title		
18	Report Contact Phone		
19	Max Pell Grant Amount		

Line Instructions

Subgrantee Code	Entered by ISD programmers
Agency Code	Enter the agency code defined by the local area for the local area.
DOL Subgrante Code	Enter the five digit DOL Subgrante Code.
DOL Substate Area Code	Enter the five digit DOL Subgrante Code.
Default Tel Area Code	Enter the three digit telephone area code
MIS Operator ID	Enter the JTA logon ID for the MIS Operator.
Days to Determine Eligy	Enter # of days to determine eligibility.
Days Allowed Unassigned	Enter a two-digit decimal. Days unassigned cannot exceed 90.
Closing Day (rept_prd)	Default value = 0. Enter a number between 0 and 15, sets the last day that events may be reported into the prior month (i.e. event dates prior to the beginning of the current month get a report period for the previous month through the day entered here as the closing date). As an example, if the closing date is set at 10: Event 1: Enrollment occurs on April 14, and is entered on April 20. Report period will be April. Event 2: Enrollment occurs on April 15, and is entered on May 2. Report period will be April. Event 3: Enrollment occurs on April 15, and is entered on May 11. Report period will be May.
Job Code Type	Enter the job code type used for WtW.
WIA Job Code Type	Enter the job code type used for WIA.
Industry Type	Enter the industry code type used for WIA.
Report Header	Enter the title of the local area that should appear at the top of reports.
Report Signature Name	Enter name of the person with signature authority for reports.
Report Signature Title	Enter the title of the person with signature authority for reports.

Report Signature Phone	Enter the telephone number of the person with signature authority for reports.
Report Contact Name	Enter the name of the person who should be contacted regarding reports.
Report Contact Title	Enter the title of the person who should be contacted regarding reports.
Report Contact Phone	Enter the telephone number of the person who should be contacted regarding reports.
Max Pell Grant Amount	Enter the maximum dollar amount of the Pell grant.
Elig Verif Sample Rate	Optional field. Entry must be less than or equal to 100.
DOL Census Sample Rate	Optional field. Entry must be less than or equal to 100.
Entry Timeout	Entry must be greater than or equal to ten minutes. This is the number of minutes before the system times out (logs off) without activity.
ERF Timeout	Entry must be greater than or equal to 10 minutes. This is the number of minutes before the ERF screen times out (goes back to the main menu) after no activity on the screen.

Once all fields in the modification have been completed, press the **<F5>** key to file the record.

Print Description Table Listings

The Running Print Table Listing (PDTL) screen generates listing of code description tables. The report layout is the same for all listings and includes sequence numbers, codes, short descriptions and long descriptions.

PDTL	Print description Table Listings				
Retrieve existing report? N					
To select table listing, move cursor to listing and press space bar.					
1	[ ]	ACTIVITY	15	[ ]	FARMWORKER DESC
2	[ ]	APP LABOR FORCE DESC	16	[ ]	FOLLOW-UP FUND CODE
					Continued

Line Instructions

Retrieve existing report?	Enter "Y" or "N".

To select a table listing, move the cursor to the table and press the space bar, which will insert an "X" between the brackets. When you have chosen all the desired tables use **<F5>** key to produce your request.

Report I/O Handler

The Report Input / Output Handler (RIOH) appears when a report is generated through one of the print screens. With this screen, you may view, print, copy, delete, export or select a different printer for your report. RIOH may also be accessed through the menu process by typing the mnemonic RIOH or by navigating through the menus. The following is the RIOH screen:

Report I/O Handler
Report Description ____________________ Status Catalog Date/Time __
View Print printOpts Copy Delete Export Zmodem Keep 0 Days

Line Instructions

Report Description	This field must have an entry in order to bring up a report. If RIOH has been called by a report program, the report description you gave the report will be displayed. If you have accessed RIOH from the menu, you will need to enter the exact report name or you may use the **<F1>** key to display a choice list. After you have selected a report (or it was selected by the calling program), you may select the **<Enter/Return>** key and then use the arrow keys to scroll through and choose one of the following functions.

Report Description (continued)	To select a function, place cursor over selection and press the **<Enter/Return>** key. If at any time after making a function selection, you wish to return to the main RIOH menu again, select the **<F3>** key.
View	This option enables the user to view a report. You may use the arrow keys to scroll up, down, right and left to move through the report.
Print	This option prints a report as specified by the selected print options.
PrintOPTS	This option allows you to change the designated printer or to select another print setup for your report. The system will display the Destination (Designated Printer). The Default printer setting is portrait. Therefore if you need to print a report with a different setup, such as landscape, you must select the print setup from this menu. After selecting a new destination (whether just a print setup change or a entirely new printer), you will be prompted: **"Do you want this to be your default printer? Y/N"** If "Y" is entered, reports will automatically go to this printer (and setup) until it is changed again. Changing the default printer here also changes the default printer value on EUAC for this user. If "N" is entered, your print will be sent to the new printer (and setup) for this session only. Your usual default printer will remain the same.
Copy	This option copies the report to a new name within the report handler. If you select this option, the report Handler window will appear. You will need to enter the name you wish to copy the report to. After you have entered any appropriate information, file the report under this new name (press **<F5>** key). A message will appear: **"Report has been copied**".
Delete	This option will delete the report. If you select this option, you will be prompted: **"Are you sure you want to delete? (Y/N) Y** A response of "Y" will delete the report.

Export	This option copies the report to a Unix directory where you may edit, view, or print the report from the shell (outside of JTA menu structure). If you select this option, the Report Handler window will appear. You will need to enter the file name you wish to export the report to. After you have entered any appropriate information, file the report **(<F5>** key) under this new name. A message will appear "**Report has been exported".** When you export a report, the report will be exported to your home directory.
Zmodem	This option allows the user to transfer a file to a PC. User must have the appropriate terminal emulation software to do this.

The system does not have an automatic purge function. Reports should be periodically deleted from the system in order to save storage space. Running the Run Report Cleanup option on the Run Batch Program or Shell Script (RBPS) screen can do deletion of reports. In addition, individual reports can be deleted using the RIOH screen. The system default for keeping reports available on the system is 14 days.

JTA Version Information

The Display Version Information (VER) screen is an information only screen. The purpose of this screen is to display the most current JTA Release loaded onto the system. Standalone JTA Systems should refer to this prior to installing a new release to ensure that all prior releases were loaded onto the local system. If a timeshare JTA system user notices that their JTA Release number is not in sync with the current release number, please contact the JTA Help Desk immediately.

```
VER          Display Version Information

JTA Release
Release Date
Database Schema
Informix Engine
Operating System
```

Archive/Restore Client Data

The Archive / Restore Client Data (ARCD) screen is used to archive and delete client data from a local area database, and to restore a compatible dataset from an archive file.

It is recommended that this program be run after working hours because so many tables must be locked for the restore or deletion process. This will also reduce the possibility of some records being in use during a purge. If the program cannot access all of the required records, it will be aborted.

Archiving

1. Dates to be archived are selected based on the program year rather than the YOA code or grant code.

2. Any application cycle, which completes during the selected program year (PY) will be archived. An application cycle completing in the select program year is one:

   a. In which all cases connected to the application number have been terminated; and

   b. At least one case was terminated during the selected program year; and

      i. None of the cases was terminated after the Program Year; or

      ii. This is an application to which there are no cases attached and

         1. Which has an eligibility determination date falling in the selected PY, or

         2. If no eligibility determination date, then an application date falling in the selected PY.

3. You cannot archive the current program year. If you attempt to do so, you will get the error message: "**Must be a valid year form 1983 through current Program Year minus 1**".

   Some archived data will not be deleted. Information pertaining to the client's history will remain on the system for query purposes. The following database table information will not be deleted or archived:

   - Syscolumns
   - Systables
   - Clnt
   - Case_cmptncy
   - Applcnt_hist
   - Case_hist
   - Partic_grnt

Restoring

1. The nature of the restore process will allow an attempted load of any prior data record. However, some database changes could cause a failure to load records or to load subsequent records. This would result from changes in the foreign key data from code and description, agency, option code, component table's etc.

2. Where potentially fatal changes in the database structure have been found, the user will be queried as to whether an attempted load should be processed. An "error file" which lists the database changes will be generated and can be viewed/printed prior to making a decision to continue.

```
ARCD            Archive/Restore Client Data

       (A) rchive      or    (R) estore:   __
```

Line Instructions

(A) rchive or (R) estore:	To Archive enter the letter A. To Restore enter the letter R.

After selecting "A" or "R", one of the following scenarios will occur.

To Archive:

The screen returns with Program Year to Archive. Enter a two-digit, valid program year. A message will appear at the bottom of the screen: **"Processing….".**

The Report Setup screen will appear at the bottom of the screen. Fill in the description and press the **<Enter/Return>** key.

The RIOH screen will appear at the top of the screen. Now you may view, copy, delete or export information released to the data archived.

To Restore:

The following screen will appear if you use the **<F1>** key. Make a selection from the choice list. The archive name selected must exist in the choice list. If the selected archive does not exist in the SDAARC (directory or working archive files), the following message will appear**" Select archive is not present in $SDAARC".**

```
ARCD            Archive/Restore Client Data

       (A) rchive      or    (R) estore:   __

Archive Name                   Y        Archive Date        Seq No

Cursor Keys scroll, <E> selects and <F3> exits choice menu.
```

After the selected file is found, the system will compare the new file to the archive file. If the comparison finds changes, the error file is displayed to the user and the user is prompted on exit:

"Do you want to continue to restore? Y/N"

If yes, the restore will continue. If no the screen will clear. The Report Setup screen will appear at the bottom of the screen. Fill in the description and press the **<Enter/Return>** key.

The RIOH screen will appear at the top of the screen. Now you may view, copy, delete or export information released to the data archived.

The restore process can be run at a predetermined time using the report handler.

Run Batch Programs and Scripts

The JTA system runs two jobs automatically every night that can also be run during the day if necessary. These two jobs are the Generate Pick List File (a_bpick) and Run Report Cleanup (ctlg.sh). The Run Batch Program or Shell Script (RBPS) screen can be used to run either of these jobs manually. The space bar is sued to select either or both jobs. Select the **<F5>** key to initiate the jobs.

```
RBPS          Run Batch Program or Shell Script

[    ]  Generate Pick List File

[    ]  Run Report Cleanup

Press <space bar> to toggle check box
```

The purpose of the Generate Pick List File is to move, manually, newly entered codes (such as agency code) into the **<F1>** choice list.

The purpose of the Run Report Cleanup is twofold:

1. Deleting reports that have reached their set retention period.
2. Reviews all the reports that are listed by RIOH and ensure they are still valid. The ctlg.sh script will notice a problem and perform clean up. The clean up consists of sending a mail message to the user who ran the report; mailing a partial report, if one was created, to the user who ran the report; deleting the report; and deleting the catalog entries for the report. The report will not show up in RIOH after cltg.sh has run.

Printers

The Enter Printers (EPTR) provides the means for local areas to enter names and destinations of their printers.

```
EPTR                    Enter Printer

Printer Name:

CmdLine Opts:
```

Line Instructions

Printer Name:	Allows up to 62 characters and must exist in the PRTR table.
CmdLine Opts:	Allows up to 64 characters.

The following is an example of an EPTR screen for the Default Hewlett Packard printer with a compressed landscape report layout:

```
EPTR                    Enter Printer

Printer Name:           Compressed Landscape

CmdLine Opts:     lp.vt220.hp –l –w
```

The basic rule to remember is that the JTA system cannot print to a specified destination/ desired layout (portrait, landscape, portrait compressed, landscape compressed) unless the print job can be done from the UNIX command line first. It is the MIS Administrator's job to ensure that the printers and options are set up correctly.

The JTA system prints using the *lp* UNIX command along with any valid flags and options needed to print to a desired printer/ layout. This information is held in the *prtr* table of the database. This table has 2 basic fields. The first field, called *destn*, is a descriptive field and it usually describes which printer and which paper orientation a print job will perform. The second field, called *opt*, is the part of the UNIX command syntax that tells the *lp* command which printer to go to and any options needed for the desired layout.

For example, if you were at the UNIX command prompt and wanted to print a file called *myfile.txt* to the default printer with the default layout, you would type:

lp.vt220.hp myfile.txt

If you want the JTA system to print to the same printer/layout, you need an entry in the *prtr* table with the *destn* field = DEFAULT and the *opt* field would be blank. Then, when you want to print your report, you would tell JTA that you want it sent to DEFAULT.

Suppose that you are at the UNIX command prompt and you wanted to print *myfile.txt* to a JTA network printer called printer01 and the default layout for this printer is portrait. The command would look similar to this:

lp –dprinter01 myfile.txt

If you want the JTA system to print the same way as the above UNIX command, you would need an entry in the prtr table with the *destn* field = PRINTER01 – Portrait. Note that this field must be exactly the same as what was typed on the command line after *lp* and before the filename. Then, when you want to print your report, you would tell JTA that you want it sent to PRINTER01 – Portrait.

Layout Options for the Hewlett Packard printers include:

-b	Includes a banner page before printing job.
-w	Compressed Mode
-l	Landscape mode, Portrait 12 pitch is the default.
-n num	Print number copies (single copy is the default)

APPENDIX 1

JTA Logon Request

Please fax this form to WID at (916) 654-9586:

Attention: Automation Customer Support

NOTE: This form is used to add or delete users to the Job Training Automation system. Please fill out this form and fax it to (916) 654-9586. It normally takes three to four days to process a new logon and 2 days to delete a logon. Command line access is only for MIS Administrators. The MIS Administrator *must* sign the form.

If you are requesting a cash logon please call the Cash Help Desk at (916) 654-7868.

Type of Request: ☐ **Add** ☐ **Delete** ☐ **Change**

Date of Request:________________**Subgrantee Code**______________

Requesting LWIA :____

Command Line Access: ☐ **Yes or** ☐ **No**

Last Name:____________________**First Name**____________________

____

Print Name / Signature of MIS Administrator

Phone #__________________**Fax#**____________________________

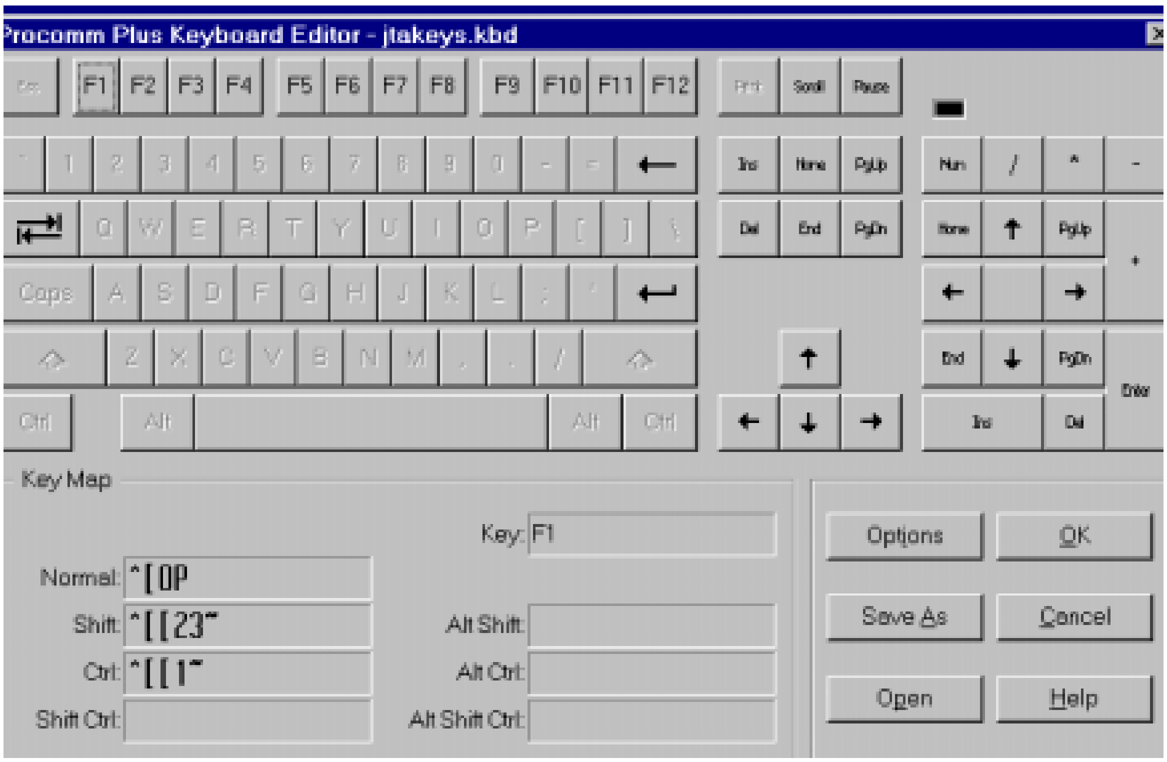
Email Address:____

JTA Logon Request Form (MS Word Version)

APPENDIX 2

JTA Keyboard Mapping

In the ProComm Plus Setup/Data/Terminal Options/Edit Keyboard File, you can change the settings for the function and arrow keys by double clicking on the key you wish to change and entering the appropriate values. Once you have completed the re-mapping process, click on the **SaveAs** button and save your new keyboard*.* *Save the new keyboard with a name OTHER than VT220.kbd*, since ProComm Plus has a keyboard with that name. You may want to use jta.kbd, for example.



8 Bit VT220 Keyboard Values

F1	=	^[OP	F11	=	^[[23~1	Up Arrow	=	^[[A
F2	=	^[OQ	F12	=	^[[24~	Down Arrow	=	^[[B
F3	=	^[OR	F13	=	^[[25~	Right Arrow	=	^[[C
F4	=	^[OS	F14	=	^[[26~	Left Arrow	=	^[[D
F5	=	^[[23~5	F15	=	^[[28~			
F6	=	^[[17~	F16	=	^[[29~			
F7	=	^[[18~	F17	=	^[[31~			
F8	=	^[[19~	F18	=	^[[32~			
F9	=	^[[20~	F19	=	^[[33~			
F10	=	^[[21~	F20	=	^[[34~			

APPENDIX 3

MCI Dial-up Process

Once you have installed and configured ProComm Plus (or other terminal emulation) software and have dialed into the MCI network, these instructions will allow you to proceed with logging into the Job Training Automation System. You can find a local MCI dial-up number at the web site www.tymnet.com.

1. Once connected, you will see the message “please type your terminal identifier.” At this prompt, type the letter capital “**O**” for 8 bit. (If 7 bit, type “A”.)
2. At the prompt “please log in” type MCI user ID **eddjta <Enter>.**
3. At the prompt for a password, type in MCI password **jta27*# <Enter>.**
4. You will see the following menu:

    --- Main Menu ---
    < Press <ESC> to return to the Telnet Session >
    1 Open Telnet Connection
    2 Close Telnet Connection
    3 Display
    4 Status
    5 Set Control
    6 Exit Telnet
    7 Exit Menu Mode
    8 Menu System Help
    9 Main Menu Help

    Select **1 <Enter>.**
5. You will then see the following menu:

    --- Open Menu ---
    < Press <ESC> to return to the Main Menu >
    1 EDD.UNIX
    2 JTA.UNIX
    3 Manual Open
    4 Open Menu Help

    Select 2 **<Enter>.**

6. You will now see a welcoming message and a prompt to enter your login ID. You must have a valid JTA login ID to get past this point.
   You are now ready to log into the JTA production system.
7. Type your **login ID<Enter>** and your **password<Enter>.**
8. At the prompt TERM = (dumb), type **vt220**.
9. If you have UNIX command line access, you will see: /home/ed/jta/xxxxxxxx 173$ where xxxxxxxx represents your login id.
10. If you do not have UNIX command line access, you will be taken directly to a menu.

Logging out of JTA

1. Exit from JTA menus by using the [F3] key to back out. Or, if you have command line access, type 'exit' and you will be backed out of UNIX.
2. You will be back at the MCI main menu and see:

   --- Main Menu ---
   < Press <ESC> to return to the Telnet Session >
   1 Open Telnet Connection
   2 Close Telnet Connection
   3 Display
   4 Status
   5 Set Control
   6 Exit Telnet
   7 Exit Menu Mode
   8 Menu System Help
   9 Main Menu Help

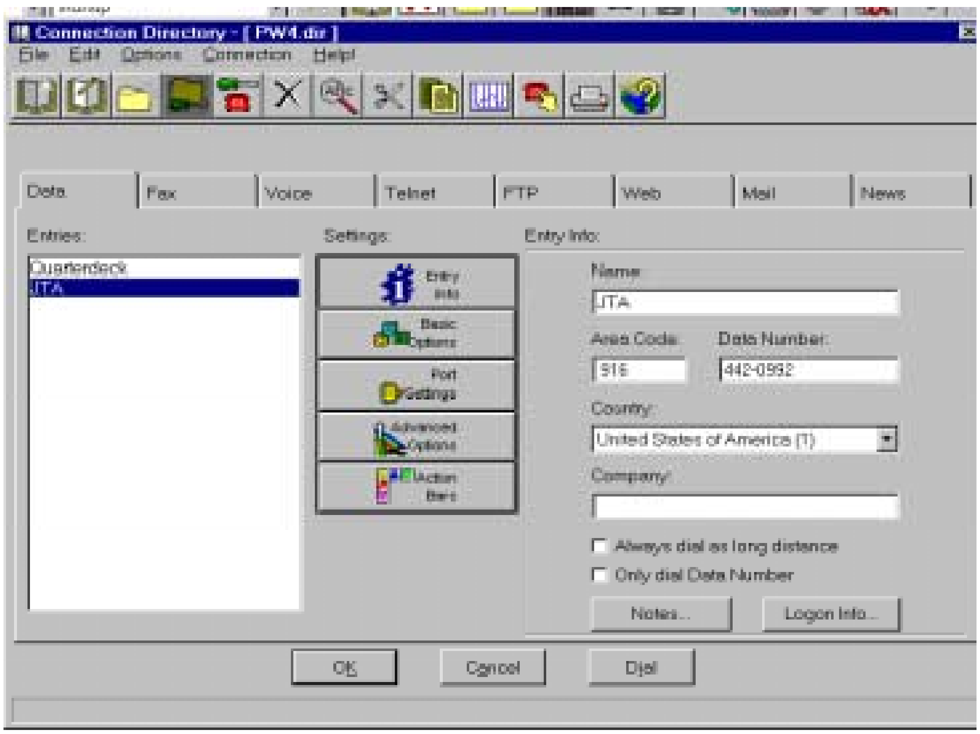
3. Select 6 **<Enter>** to exit MCI.

You may now disconnect the modem and close the ProComm program.

APPENDIX 4

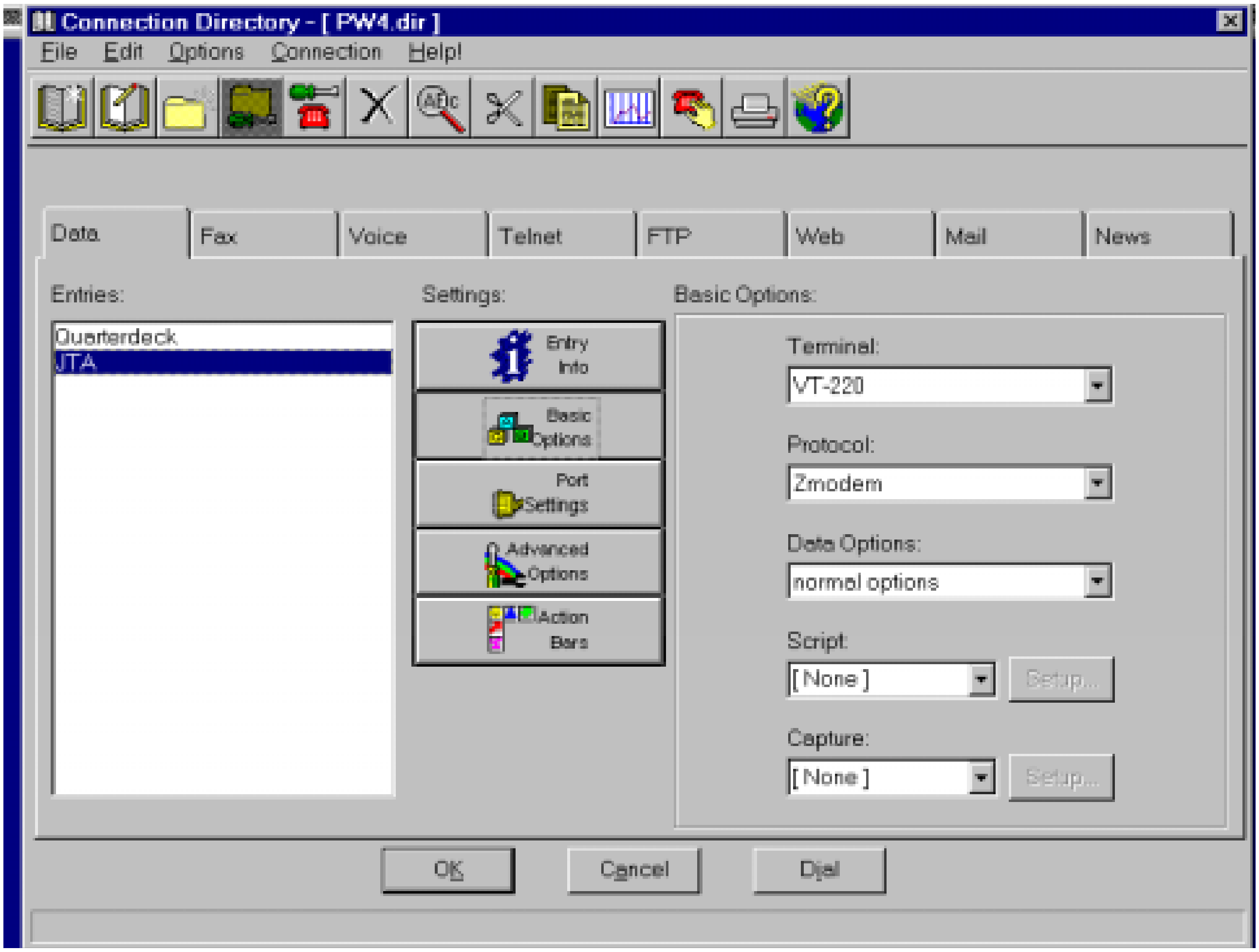
ProComm Plus Setup

1. Within the Connection Directory, set up a new data entry in the Entry Info with the following settings, **using the MCI dialup number in your specific area**:

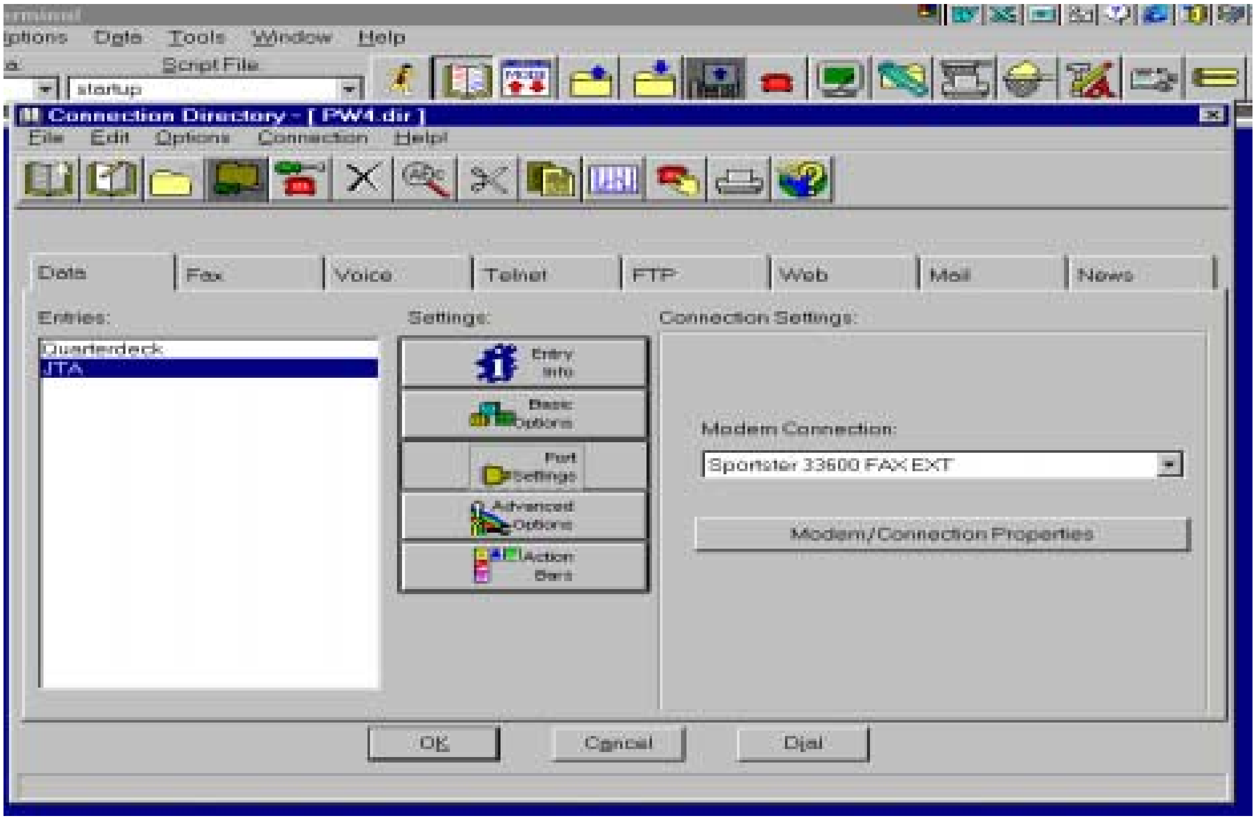


Note: This example shows a number that is local to the Sacramento (916) area. To find a local MCI dialup number in your area, MCI has a web site that they update with changes as they occur. The website to find a number local to you is www.tymnet.com. You can search by city or area code.

2. Within the Basic Options, set the following settings:

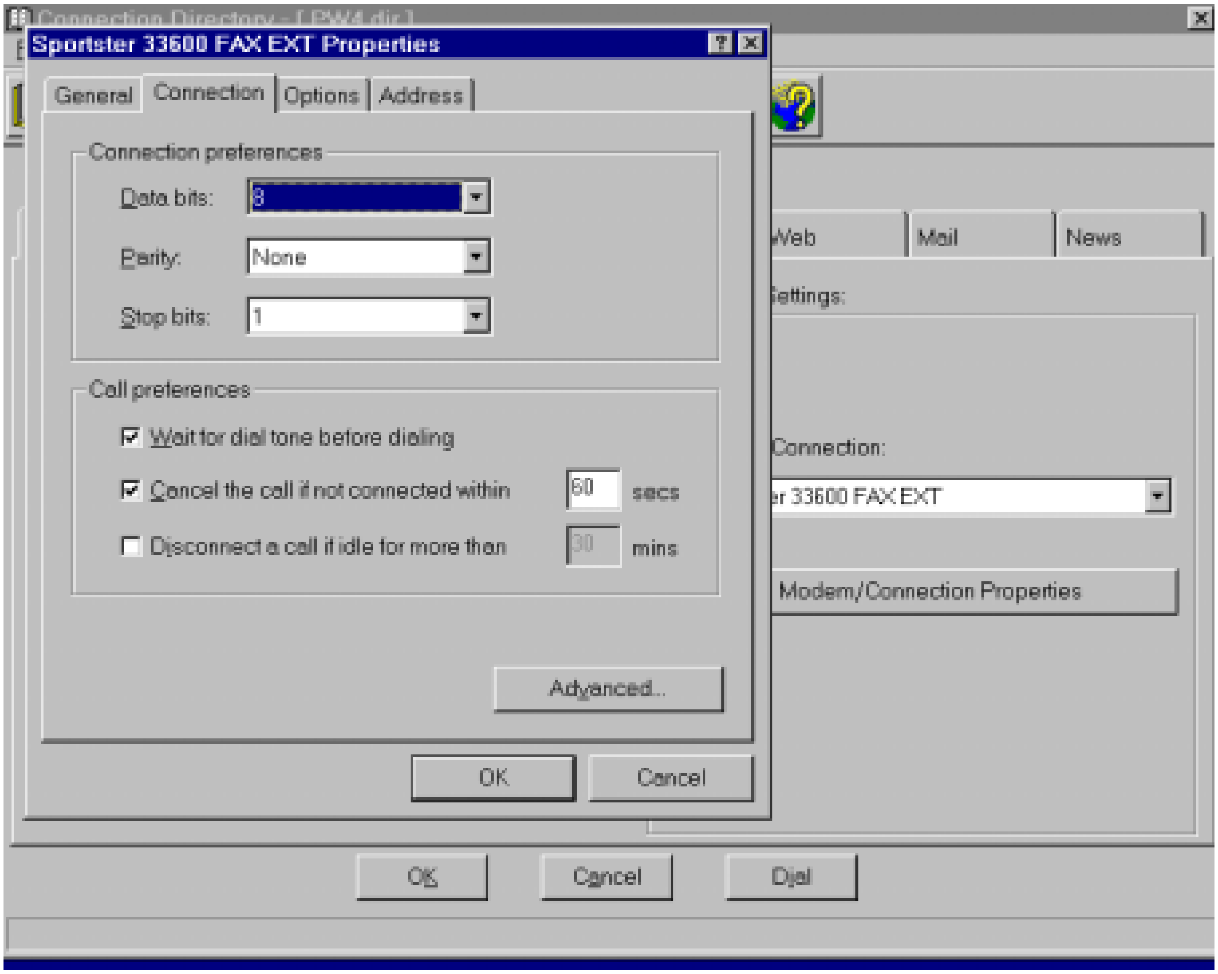


3. Complete the Port Settings, using the appropriate modem:



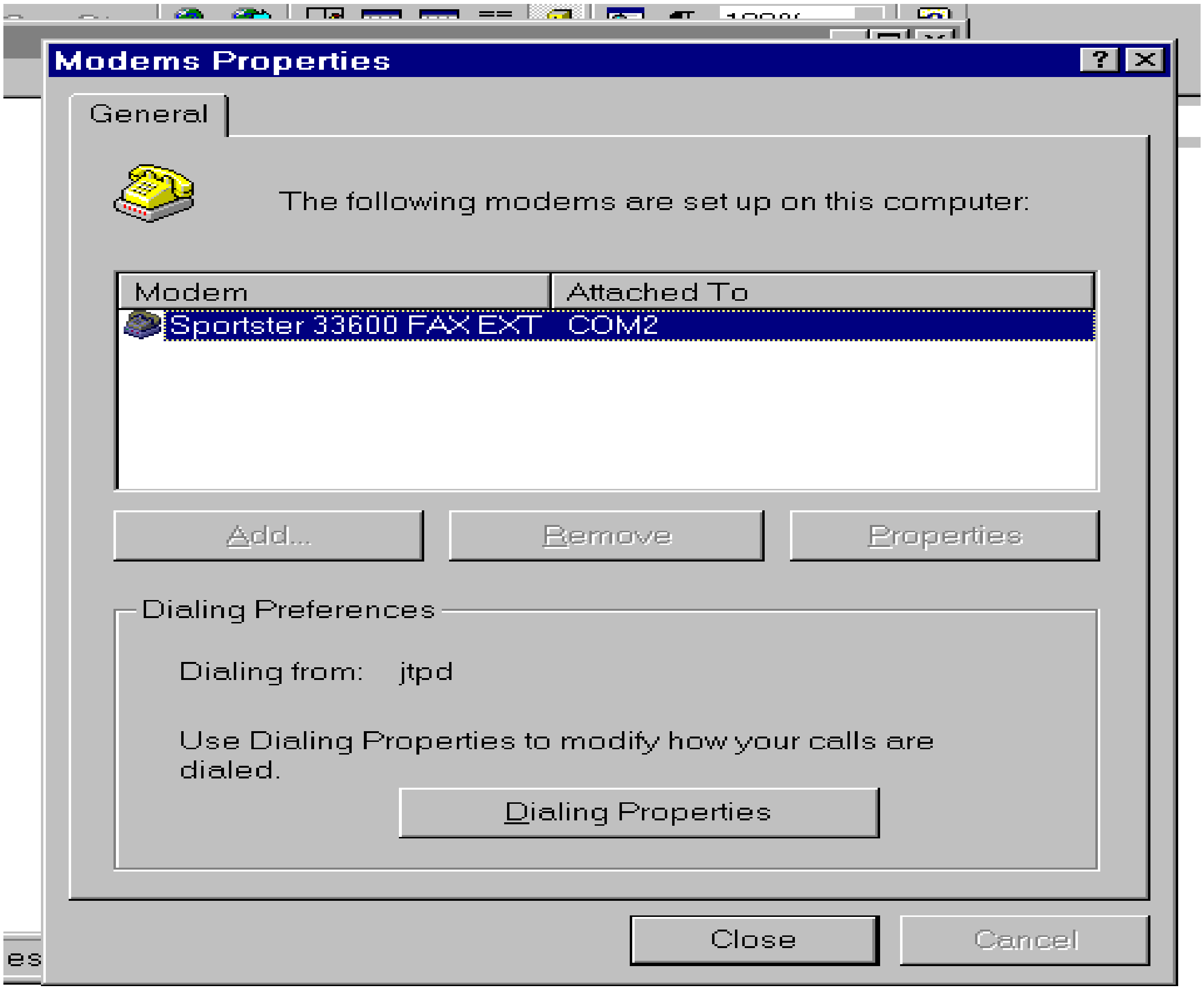
Note: This example is for a Sportster 33600 Modem. Depending on the type of modem you are using, this setting should reflect your local modem.

4. Within the Modem / Connection Properties, set the following settings:



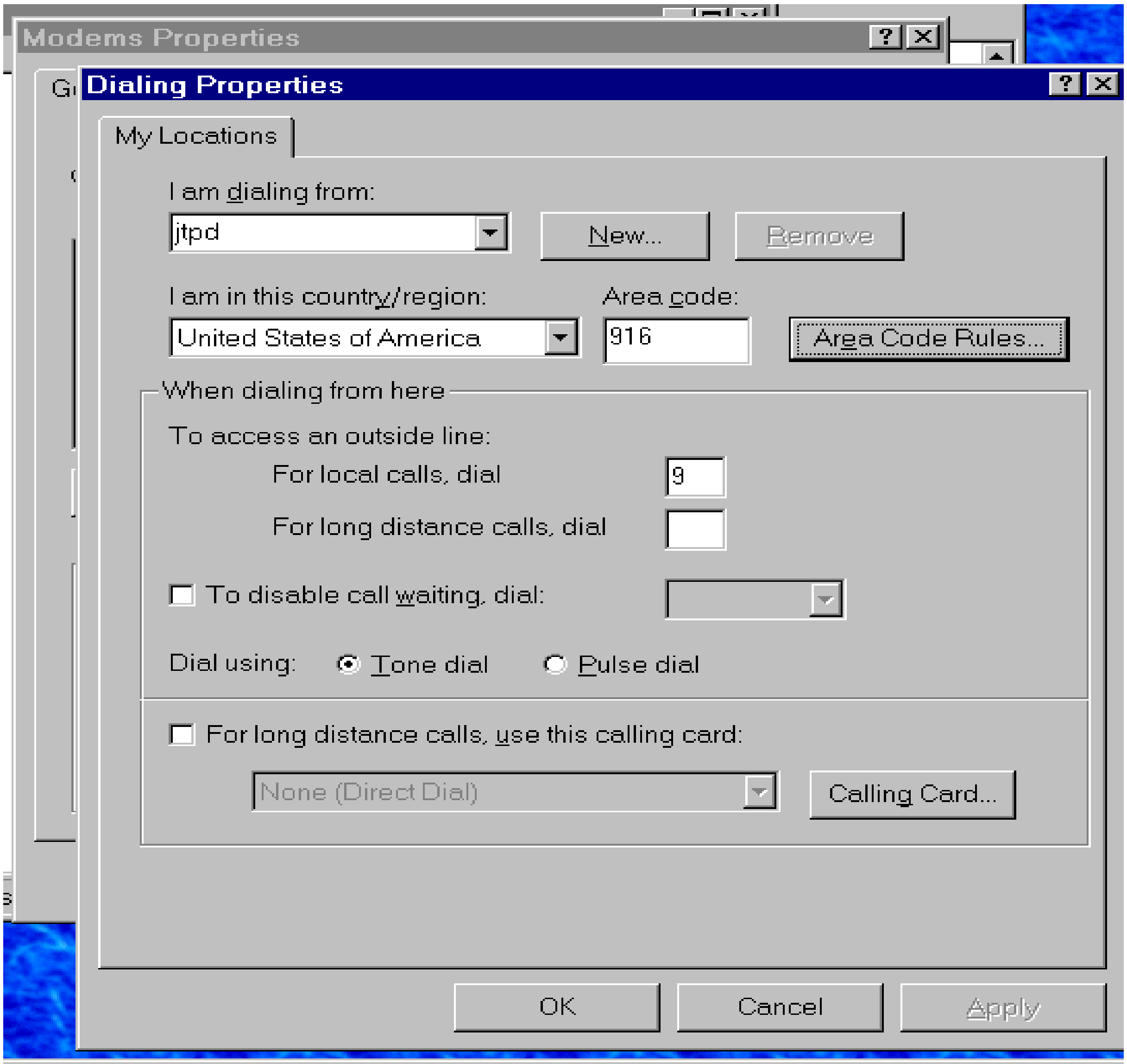
5. Within the Windows Settings window, select the Modems icon.

6. Select the appropriate modem from the modem properties menu:

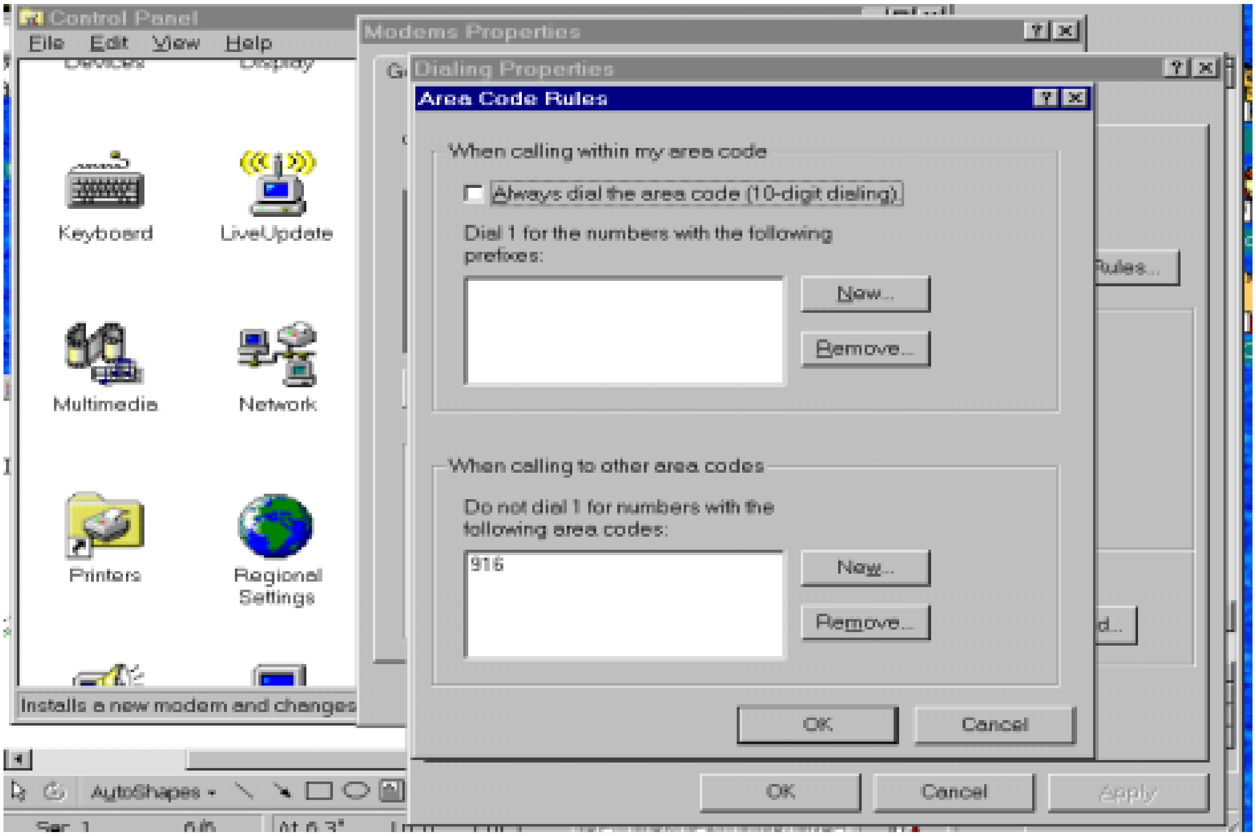


Note: This example is for the Sportster 33600 modem. This screen should reflect the modem you are using locally.

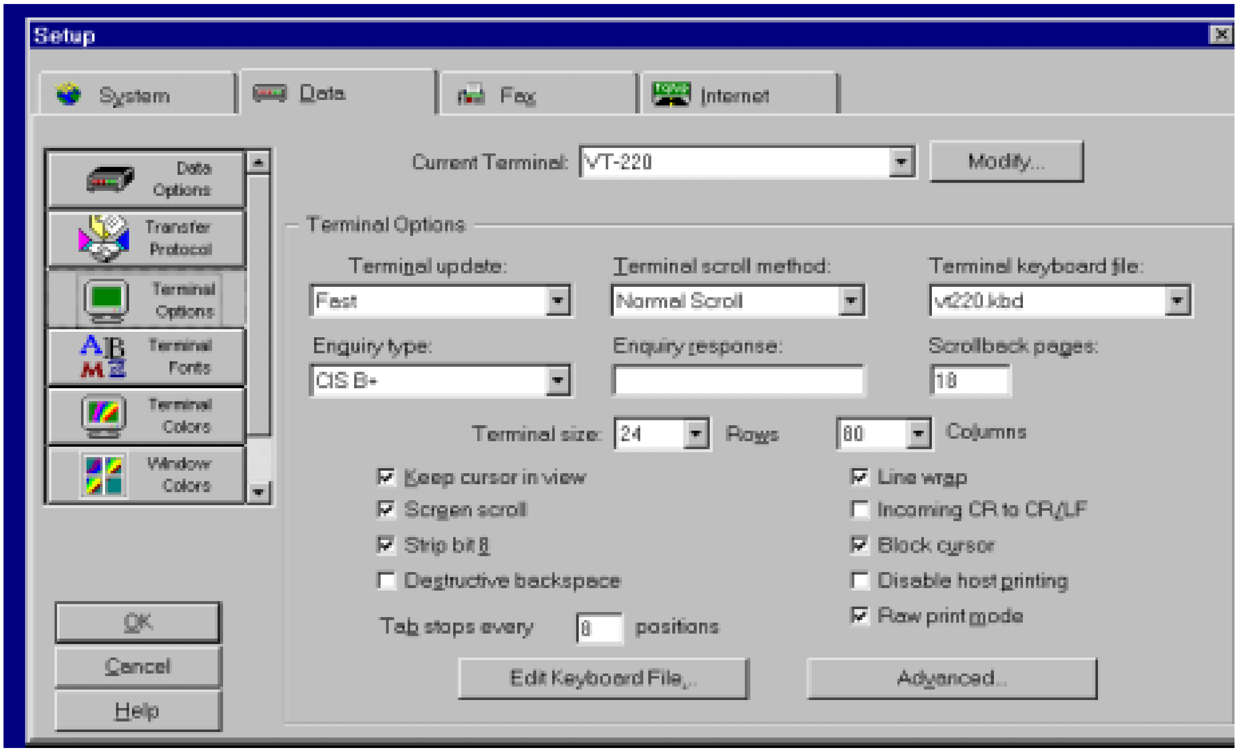
7. Select the Dialing Properties button. Complete with the appropriate information, the example shown is for area code "916" and for a phone system where "9" must be dialed to get an outside line:



8. Select the Area Code Rules button. Again complete for the appropriate area codes, the example is for an modem dialing from the "916" area code:

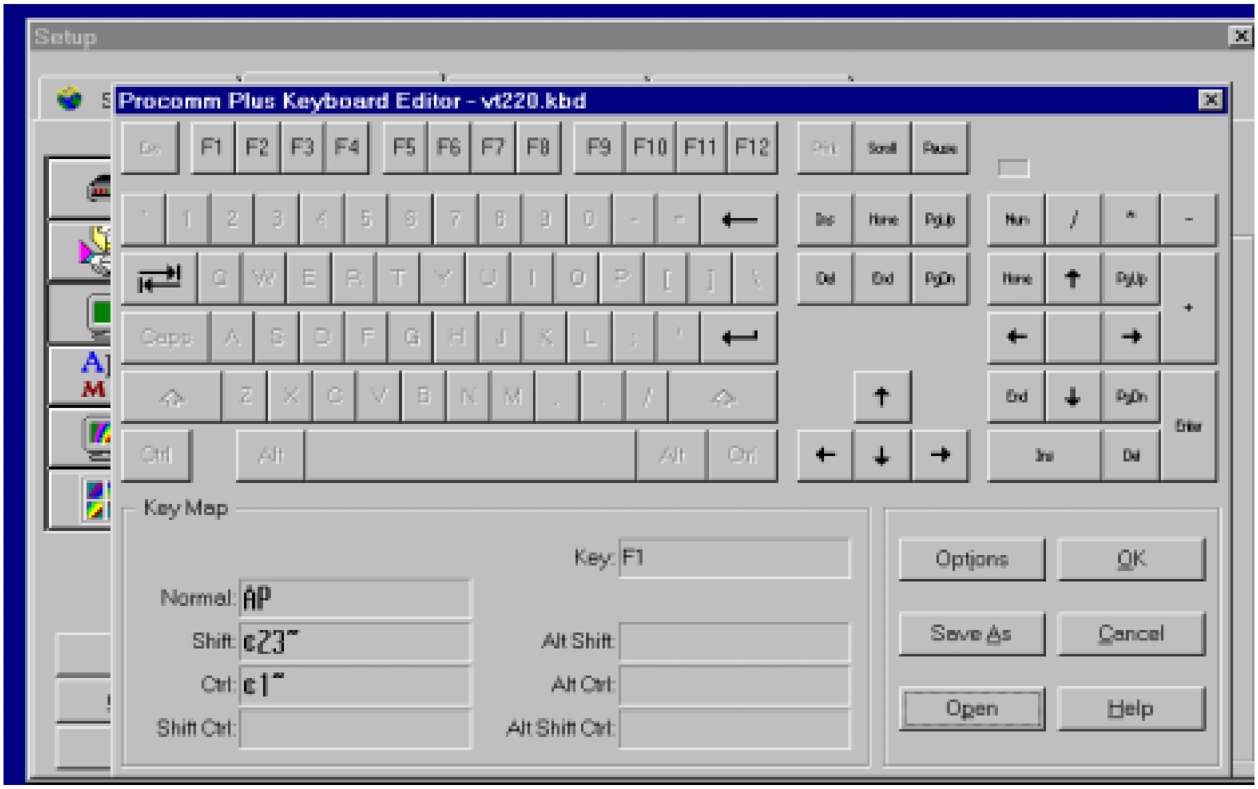


9. Within Procomm Plus, select Options / Data Options, and set the menu as follows:



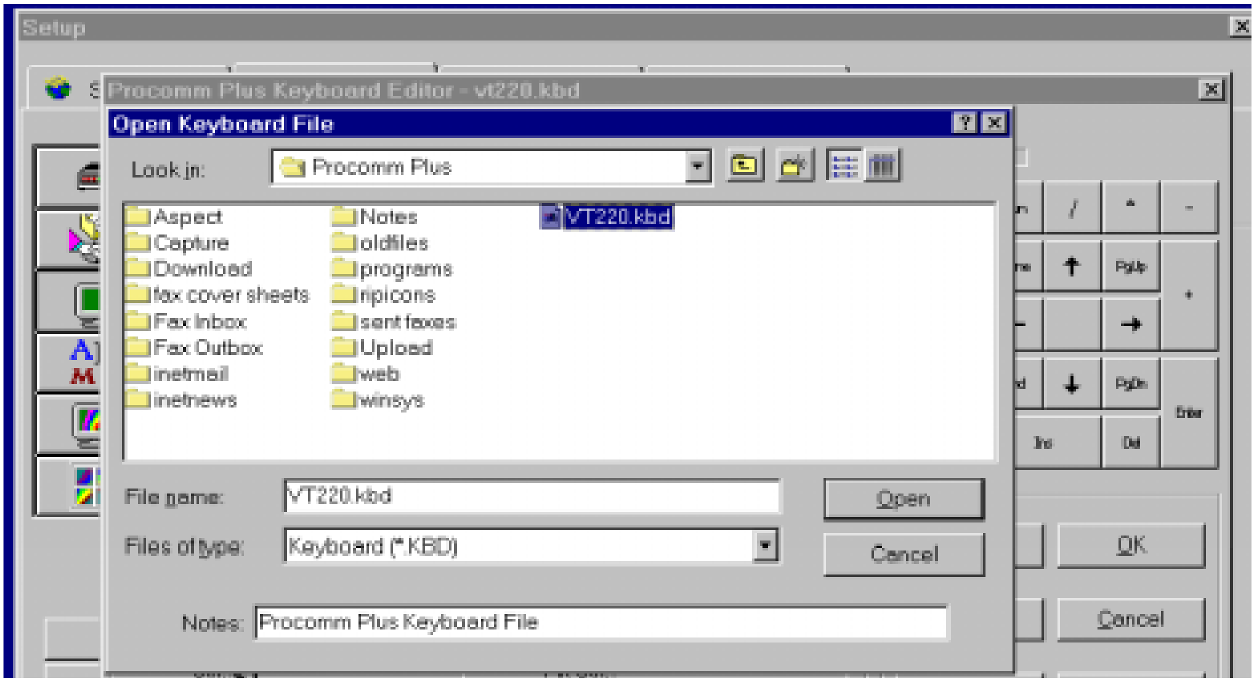
Note: If you are using Windows NT or Windows 98/2000 operating system, RAW PRINT MODE should **not** be checked.

10. Select the Edit Keyboard File button. Select each function key you wish to format by double clicking on the appropriate button:



11. Complete the Edit Mapped Key screen. Refer to *Appendix 2*, JTA Keyboard Mapping.

12. After completing all mapping, select the Save As button.



Note: DO NOT save your new keyboard file with a name like vt220.kbd as ProComm includes a keyboard with that name. Save your new keyboard file with a name like JTA.kbd to avoid a conflict.

Further information about ProComm Plus is available at their web site: www.symantec.com/techsupp/.

APPENDIX 5

Local JTA Menu Options

The following is a list of the current mnemonics available under the DEFAULT/DEFAULT menu group.

Mnemonic	Mnemonic Text	Function Indicator
MAIN	Main Menu	m
MCPR	Client and Participant Reports	m
MIA	Intake and Assessment	m
MIAT	Intake and Assessment Tables	m
MLMR	Local Management Reports	m
MLR	Local Reporting	m
MOM	Operations Management	m
MPE	Performance Evaluation	m
MPT	Participant Tracking	m
MPTL	Print Table Listings	m
MPTT	Participant Tracking Tables	m
MSF	System Functions	m
MSM	System Set-Up and Management	m
MSR	State Reporting	m
MST	System Tables	m
MWIA	Workforce Investment Act	m
MWIL	Workforce Investment Act Loads/Extracts	m
MWIR	Workforce Investment Act Reports	m
MWIS	Workforce Investment Act Screens	m
MWLD	Welfare to Work Loads	m
MWRP	Welfare to Work Reports	m
MWSC	Welfare to Work Entry Screens	m
MWTW	Welfare to Work	m
ARCD	Archive/Restore Client Data	p
E12	Enter Summary of Expenditures (JTPA 12)	p
E12E	Enter Summary of Expenditures (JTPA 12E)	p
EACL	Enter Access Level Group	p
EACT	Activity Descriptions	p
EAG	Enter Agency Data	p

Mnemonic	Mnemonic Text	Function Indicator
EAPR	Enter Training Program Approval	p
EAPS	Enter Adjustment To Performance Standards	p
ECA	Enter Contact Addresses	p
ECC	Completion Code Descriptions	p
ECCC	Enter Component Code Change	p
ECGEO	Component GEO Codes	p
ECMP	Enter Component	p
ECOPT	Component Option Code Descriptions	p
ECPD	Concurrent Participant Code Descriptions	p
EEF	Enter Referral/Enrollment	p
EEMP	Enter Employer	p
EFACT	Enter Factor Code Description	p
EFF	Enter Participant Follow-up	p
EFOS	Follow-up Outcome Codes (SDA)	p
EFTC	Enter Follow_up Type Codes	p
EFUS	Enter Follow-up Summary	p
EGC	Grant Control Information	p
EGCC	Enter Grant Code Change	p
EGEO	GEO Code Descriptions	p
EGRNT	Grant Code Descriptions	p
EIL	Enter Income Levels	p
ELEF	Enter Local Economic Factors	p
EMAF	Enter Monthly Activity Form	p
EMGD	Enter Menu Group Description	p
EMNE	Enter Mnemonic	p
EPFV	Enter Projected Factor Values	p
EPGA	Enter WIA ETPL Program Application Form	p
EPGD	Enter Participant Grant Data	p
EPPCS	Enter Plan Participant Characteristic Summary	p
EPPTS	Enter Plan Participant Termination Summary	p
EPSW	Enter Performance Standards Worksheet	p
EPTR	Enter Printers	p
EPTSS	Enter Post Term Srvc Summary	p
EPVA	Enter WIA ETPL Provider Form	p
ERF	Enter Registration Form	p
ESEC	SDA Ethnicity Code Subgroups	p
ESF	Enter Status Change	p
ESLOT	Enter Slot Data	p
ESPC	Service Provider Code Descriptions	p
ESRVC	Services Code Descriptions	p
ESSN	Enter SSN Modification	p

Mnemonic	Mnemonic Text	Function Indicator
ESST	Enter Support Services at Termination	p
ESTAF	Staff ID Data	p
ESYS	Enter System Functions Table	p
ETFD	Enter Test Form Data	p
EUAC	Enter User Access Control	p
EWEF	Enter WtW Enrollment Form	p
EWER	Enter WtW Employment Record	p
EWFF	Enter WtW Follow-up Form	p
EWGC	Enter WtW Grant Code	p
EWIE	Enter WIA Enrollment Form	p
EWIG	Enter Workforce Investment Goals	p
EWIR	Enter WIA Registration Form	p
EWIT	Enter WIA Exit Form	p
EWRF	Enter WtW Registration Form	p
EWTF	Enter WtW Termination Form	p
EYC	Enter Year of Appropriation Code	p
EZIP	Enter Zip Code	p
LETP	Load Eligible Training Provider Data	p
LMAF	Load Monthly Activity Form	p
LPGA	Load WIA EPTL Program Application	p
LPVA	Load WIA ETPL Provider Form	p
LWEF	Load WtW Enrollment Form	p
LWER	Load WtW Employment Record	p
LWIA	Load WIA Activity	p
LWIE	Load WIA Enrollment/Registration	p
LWIG	Load Workforce Investment Goals	p
LWIR	Load WIA Application Form	p
LWRF	Load WtW Registration Form	p
LWTF	Load WtW Termination Form	p
MCAR	Custom Ace Reports	p
MCM	Cash Management	p
MCR	Canned Reports	p
MSQLA	SQLAssist	p
P12	Print Summary of Expenditures(JTPA 12)	p
P12E	Print Summary of Expenditures (JTPA 12E)	p
PARC	Activity Report by Component	p
PCAR	Client Action Report	p
PCF	Print Client Forms Selection Screen	p
PDTL	Print Description Table Listings	p
PEF	Print Referral/Enrollment	p
PETP	Print WIA Eligible Training Provider Lists	p
PJ10	Participation and Termination Summary (PPTS)	p

Mnemonic	Mnemonic Text	Function Indicator
PJ10E	EDWAA Participation and Termination Summary (PPTE)	p
PJ11	Participant Characteristics Summary (PPCS)	p
PJGL	Print JTPA GAIN/JOBS Listing	p
PL10	Local Terminee Participation Summary	p
PL10E	EDWAA Local Terminee Participation Summary	p
PL11	Local Terminee Characteristics Summary	p
PLC11	Local Participant Characteristics Summary	p
PLSR	Print Local Status Roster	p
PMAR	Print WtW Monthly Activity Report	p
PPFL	Partic. Follow-up Listing	p
PPGS	Print Program Status Report	p
PPSR	Print Performance Standards Report	p
PPSRC	Participant Status Roster by Component	p
PPSW	Print Performance Standards Worksheet	p
PRF	Print Registration Form	p
PRL	Registrant Listing	p
PSF	Print Status Change/Term	p
PSSL	Selective Service Listing	p
PWAR	Print WtW Client Action Report	p
PWBG	Print WtW Base Wage Report	p
PWEF	Print Wtw Enrollment Form	p
PWER	Print WtW Employment Records	p
PWFI	Print WtW Follow-up Report	p
PWFS	Print WtW Summary Follow-up Report	p
PWPR	Print WtW Participant Report	p
PWRF	Print WtW Registration Form	p
PWRL	Print WtW Registration Listing	p
PWSR	Print Welfare Status Report	p
PWTF	Print WtW Termination Form	p
QCH	Query Client History	p
QCM	Query Cross Match	p
RBPS	Run Batch Programs and Scripts	p
RDEN	Remove Duplicate Employer Names	p
RDSC	Remove Duplicate Slot Code	p
RIOH	Report I/O Handler	p
VER	Display Version Information	p
XCONV	Convert JTPA Data and Load to WIA Tables	p
XIPD	Extract and Create SPIR Records for JTPD	p
XPPF	Extract Post-Program Follow-up Data	p
XPRD	Extract Provider/Program Data	p
XWID	Extract WIA Individual Participant Data	p
XSPF	Extract and Store Actual Performance Factors	p
XWPD	Extract WtW Individual Participant Data	p

INDEX

Mnemonics Index